

Ypsilanti/Ann Arbor Region 2014 Cookie Cupboards

Troops may pick up cookies 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.
- * Troops will only be able to get the top 6 varieties of cookies for cookie booths. Cookie Cupboards will have a very limited supply of Dulce de Leche and Thank U Berry Munch for troops needing individual packages to fill orders.
- * Transactions will show as pending in eBudde until the cookies are picked up from the cupboard.

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:** eBudde defaults to the date the transaction was entered.
 - **Pickup:** Enter the date you want to pickup your cookies. One week notice is required.
 - **Type:** For goal getter orders choose **Normal**. For booth sales choose **Booth**.
 - **Second Party:** This should always be **Cupboard**. Select the cupboard you want to pickup cookies from. The dropdown menu.
 - **Variety:** Enter the quantities of each variety of cookie you want to reserve.
 - **Product Movement:** This selection should ALWAYS be **Add Product**.
 - **Contact Info:** Please enter your first name, last name, and telephone number.
- * Click on **Save/Print** to print a receipt for your pending transaction to take to your cupboard showing what you have ordered.
- * Click **Okay**.
- * Click **Save** before leaving the transaction screen to save your pending order.

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 14th - Feb 27th) — 20 cases
 - Booth week 3 (February 28th– March 6th) — 15 cases
 - Booth week 4+ (March 7th & after) — 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.
- * Any cookies not picked up within 24 hrs. of the pickup date listed in the transaction will be put back into cupboard inventory and the transaction will be deleted.

Ypsilanti Region Weekly Recommendations by Variety:

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	4	Samoas	3	Samoas	2
Tagalongs	5	Tagalongs	4	Tagalongs	3
Thin Mints	6	Thin Mints	5	Thin Mints	4

**Cupboard 1:
Ypsi/Ann Arbor**

Christina Detgen
444 James L. Hart Pkwy
Ypsilanti, MI 48197
734-714-5263
cchurch@gshom.org

Hours:

Mondays 10am-6pm
Thursdays 12pm-7pm
Fridays 10am-6pm

**Cupboard 3:
Plymouth**

Corey Beringer
13889 Covington Dr.
Plymouth, MI 48170
734-246-8682
coreyberinger@comcast.net

Hours:

Sundays 7pm-9pm
Mondays 6pm-7pm
Thursdays 7pm-9pm
Fridays 8:30am-10am

**Cupboard 4:
Howell**

Ami Buck
3106 Stillriver Dr.
Howell, MI 48843
517-798-9424
ami@bucks.me

Hours:

Sundays 6pm-8pm
Fridays 7pm-9pm

**Any other time
by appointment.**

**Cupboard 5:
Northville**

Diana Shanahan
22299 Barclay Dr.
Novi, MI 48374
248-981-4359
shanahana@aol.com

Hours:

Mondays 1:30pm-3pm
Fridays 1:30pm-3pm

**Cupboard 6:
Dexter**

Tammy Westman
8000 Chamberlin Rd.
Dexter, MI 48130
734-646-3342
tammywestma@msn.com

Hours:

Sundays 12pm-6pm
Thursdays 12pm-6pm
Fridays 12pm-6pm
**Any other time by
appointment, please call.**

**Cupboard 7:
Manchester**

Mary Radcliff
9100 Sharon Hollow Rd.
Manchester, MI 48158
734-428-0218
tygerlil22@yahoo.com

Hours:

All hours by appointment.

**Cupboard 8:
Hartland**

Tonni Hall
1540 Andover Blvd.
Howell, MI 48843
734-255-1118
tonni_hall@yahoo.com

Hours:

Sundays 3pm-6pm
Mondays 10am-12pm
Thursdays 10am-12pm
Fridays 2pm-5pm

March 2nd CLOSED

**Cupboard 10:
Brighton**

Pamela Heggie
10227 Silver Lake Rd.
Brighton, MI 48116
248-789-7040
willow48843@yahoo.com

Hours:

Sundays By Appointment
Mondays 10am-3pm
Thursdays 6:30pm-9pm
Fridays 12:30pm-3pm

Cookie Booth Guidelines

Before your Cookie Booth

- Girls and Adults are to dress in Girl Scout attire
- Only have 2 adults and 2 girls present at one time. Schedule girls and adults in shifts as needed. Do not bring babies, toddlers or non-Girl Scouts.
- Discuss behavior standards and proper salesmanship with girls and adults.
- If you have an outdoor Cookie Booth, schedule girls in shifts and dress for the weather.
- Don't be a no-show! If you can't staff the booth, cancel it on eBudde. Other troops may want/ need this Cookie Booth if you can't staff it. We don't want customers to use Cookie Locator and show up at a location to buy Girl Scout Cookies and not have any one there.

Take to your Cookie Booth

- Confirmation printed from eBudde.
- Plenty of change: singles, fives, tens and a roll of quarters.
- A secure money box with a lid.
- A small table (card table size) and chair.
- A thank you note to leave with the location manager.

During your Cookie Booth

- Smile and thank everyone!
- Designate one adult to account for the money and the product.
- Never leave girls alone!
- Remember you are representing all Girl Scouts, not just your troop. Do not allow girls to wander from your location or harass customers. The general public bases its overall view of Girl Scouting on how your troop presents itself.
- Notify location manager upon arrival and departure and thank him or her for allowing Girl Scouts to be there.
- Keep money out of sight in a secure location!
- Display prices and your troop number. Speak positively about troop activities!
- If you encounter scheduling problems, notify your regional Product Program Specialist. Do not involve the location manager in any dispute.
- All adults are responsible for the safety and supervision of girls. Adults must use good judgment in evaluating weather conditions, stamina, and other situations that may pose a threat to girls.
- Start and end on time. Locations prefer to have Troop A packed up and ready to leave when Troop B arrives.
- Remove your empty boxes and other trash. Remember to leave the place better than you found it.

After your Cookie Booth

- Have the girls deliver a thank you note to the store management when you leave.
- Deposit money into troop bank account as soon as possible.