

Jackson 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.

Cupboard J1: Jackson	Cupboard J2: Hillsdale	Cupboard J3: Lenawee
Laurie Skrzynski 4403 Francis St. Jackson, MI 49203 517-784-8543 lskrzynski@gshom.org	Becky Nicholson 232 E. South St. Hillsdale, MI 49242 517-914-1542 nicholsonteamof4@gmail.com	Lynda Bragg 2078 E. Gorman Adrian, MI 49221 517-438-2348
Hours: Mondays 10am-6pm Thursdays 1pm-6pm Fridays 10am-5pm Sat., Mar. 2 & 9, 9:30am-1pm	Hours: Mondays 6-8pm Wednesdays 6-8pm Fridays 6-8pm	Hours: Mondays 5-7pm Thursdays 5-7pm Fridays 5-7pm Saturdays by appointment, please call ahead.
All other days please call to schedule an appointment.	All other days please call to schedule an appointment.	

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 27th - March 10th) — 20 cases
 - Booth week 3 (March 13th - 17th) — 15 cases
 - Booth week 4+ (March 20th & after) — 12 cases
- * Cookies may be checked out and returned by single packages or full cases.
- * Troops CANNOT return more cookies of any variety than were checked out.
- * Troops CANNOT 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 2 days of the pickup date listed in the transaction will be put back into cupboard inventory and the transaction will be deleted.

Creating a Pending Order — Reserving Cookies

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:** Enter the date of the transaction. eBudde will default to the current date.
 - **Pickup:** Enter a pick-up date and time — double check the cupboard schedule. Pending orders must be entered by 11:59 pm on Sunday in order for the cupboard to have your cookies that week.
 - **Receipt:** The Cupboard Manager will enter the receipt number to match the Cookie Transaction Form that is filled out at the cupboard.
 - **Type:** For additional/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.
 - **Product Movement:** This selection should ALWAYS be **Add Product**.
 - **Variety:** Enter the quantities of each variety of cookie you want to reserve.
 - **Contact Info:** Please enter your first name, last name, and telephone number.
- * Once your order is complete, click **OK**. This will place your order at the cupboard.
- * Click **Save** to complete the transaction.

You will now see your pending order on your transaction tab. You will continue to see a “yes” in the pending column until you pick up the cookies. The Cookie Cupboard Manager will “un-pend” the order when you pick it up. The cookies are then charged to your troop.

You CANNOT edit a pending order once it is placed. If you need to add to the order, place a new order for the additional amount. If you need fewer cookies than stated on your pending order, the Cookie Cupboard Manager will make the adjustment when you pick up the cookies.

Jackson Region Weekly Recommendations

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	5	Tagalongs	4	Tagalongs	3
Thin Mints	5	Thin Mints	4	Thin Mints	3

Cookie Booth Etiquette

Cookie booth sales give girls the opportunity to learn new skills, to promote Girl Scouting, and to sell more cookies. Please keep in mind that selling Girl Scout Cookies at booth sales is a privilege granted to us by local businesses, not a right. This privilege, if abused, even unintentionally, or by a very small percentage of our adult volunteers, could cause all Girl Scouts in our council to lose the opportunity for additional sales at these places of business.

Before my cookie booth, my troop and I will not...

- Contact any store designated as “Council Organized” in an attempt to schedule a booth or to speak with management.

At my cookie booth my troop and I will...

- Use the restroom at home before arriving at the store.
- Wear a Girl Scout uniform or Girl Scout T-shirt.
- Bring our own money box and change.
- Be polite, friendly and respectful.
- Stay out of doorways, walkways and parking lots.
- Keep table and sales area neat and organized.
- Say “thank you” even if someone does not buy any cookies.
- Take all empty boxes (recycle if possible).
- Be sure to move out of the space when our assigned time is up.
- Follow the instructions of the store manager on duty.

At my cookie booth, my troop and I will not...

- Yell or talk loudly.
- Run around inside or in front of the store.
- Get in the way of customers or employees.
- Be rude or disrespectful to customers or employees.
- Eat, drink or chew gum at the booth.
- Argue with leaders/volunteers of other troops for any reason.
- Argue with or disrespect in any way employees or management of the business.
- Attempt to sell cookies from past sale years.
- Sell cookies for more than \$4.00 per box.

If we receive a customer or store complaint about your troop during a booth sale, you may lose the right to participate in cookie booths. In addition, poor behavior during the cookie program may result in you not being re-appointed as a Girl Scout volunteer in the future.

Remember cookie sales from initial orders and booth sales count towards proceeds and girl rewards. However, in order for the girls to receive credit **you must allocate the additional sold cookies to each girl in eBudde.**

Bling Your Booth

Banish the boring! If you want to attract lots of customers, it's time to "bling" your cookie booth. Anything fun, bright, and colorful will attract customers.

The troop with the best booth will win a Bling Your Booth patch for each girl and one adult volunteer. Entries will be posted on our Facebook page at facebook.com/gshom.

One winning booth will be selected per week in each region. Winners will be announced on our Facebook page and the winning troop will also be contacted by their regional product sales specialist.

At the conclusion of the contest, a grand prize winner will be announced. This troop will receive a Surprise Prize.

Simply send an email to gshom@gshom.org that includes:

1. Subject Line: Bling Your Booth
2. Date of Booth
3. 5-Digit Troop Number
4. Booth Location
5. Region
6. Color photo of your booth with girls and adult volunteers

Rules

- Troops may submit one photo per booth.
- Entries will be judged on creativity and professionalism.

