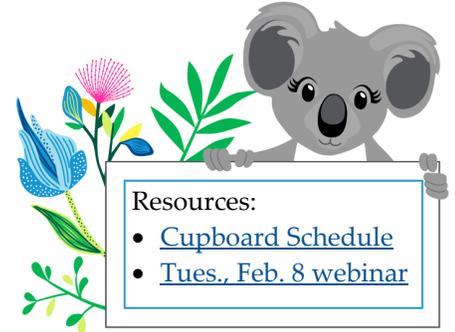


Cookie Cupboards

There are three kinds of cookie cupboards:

- **Mega Cupboard:** Open during Mega Delivery Thurs., Feb. 10-Sat., Feb 12. Pending orders must be placed in eBudde by 9:00 a.m. Mon., Feb. 7.
- **Franklin County cupboards:** East, West, and North Central locations begin opening Mon., Feb. 14 and close the last weekend of the program.
- **Regional cupboards:** Begin opening Fri., Feb. 18 with staggered closing dates. See the cupboard schedule for details.



Pending Orders

All cookie cupboards require pending orders in eBudde to pick up cookies. This tells the cookie cupboard how many packages of each variety you need.

Priority will be given to orders placed at least 24 hours in advance. 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.

Pending orders at all cupboards must be placed in full cases through Feb. 20.

- **If the order submitted is less than a full case, the order will be rounded 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 automatically be rounded up to 12 packages.

See [page 24 of the Troop Cookie Guide](#) or watch [this tutorial](#) for instructions on placing pending cupboard orders.

The screenshot shows the 'Cookie Transaction' form in eBudde. Red arrows point to the following elements:

- 1. The 'Type' dropdown menu (set to 'Normal').
- 2. The '2nd Party' dropdown menu (set to 'Cupboard').
- 3. The 'Date' field (set to '2022-01-3').
- 4. The 'Pickup' field.
- 5. The 'Cases' and 'Pkgs' input fields for various cookie varieties.
- 6. The 'Save/Print', 'Okay', and 'Cancel' buttons at the bottom.

Variety	Cases	Pkgs
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	0 = 0

1. Go to "Transactions Tab"
2. Click "Add a Transaction"
3. Select cupboard location
4. Select pickup date and time
5. Enter cookie quantities by variety
6. Click "Okay" and "Save"

Cookie Cupboards

Only authorized adults who have signed and returned a [Volunteer Responsibility Form](#) to their SUCPC or signed the "For Product Pickup Authorization Only" section of a TCPC's VRF may pick up cookies from a cupboard.

Bring the following to each cupboard pickup:

- A copy of your signed VRF or a photo of the signed form on your phone.
- A driver's license or state-issued ID.
- A face mask that covers your mouth and nose.
- Optional: a pen and a printout of the transaction from eBudde.

Anyone picking up cupboard orders should:

- Arrive as close to their pick-up time as possible
- Wear face masks that cover the mouth and nose while interacting with cupboard staff, counting and loading cookies into their vehicle, and when inside the cupboard.
- Be patient with cupboard staff and volunteers while they work to fulfill orders quickly and safely.

girlscouts
of ohio's heartland

2022 Troop Cookie Program Coordinator
Volunteer Responsibility Form

ADMINISTERS THE COOKIE PROGRAM FOR THE TROOP

Reports to:
Service Unit Cookie Program Coordinator (SUCPC)

Qualifications:

- ✓ Registered and approved volunteer
- ✓ No outstanding debt and approved to handle money
- ✓ Prior to receiving program materials, complete paperwork and training for the position
- ✓ Functioning email address, checked daily
- ✓ Computer access to eBudde – non-mobile device needed for full functionality
- ✓ Organized and attentive to deadlines

What you'll do:

- ✓ Complete training, review printed guide, and read eBudde emails to stay up to date on program requirements and deadlines.
- ✓ Present the opportunity to participate in the 2022 Girl Scout Cookie Program to all eligible girls.
- ✓ Train families and girls on the cookie program and provide support to them as needed.
- ✓ Collect completed and signed permission slips from all participating girls before distributing program materials.
- ✓ Use eBudde to manage girl orders and rewards, schedule booth sites, and track girl payments and troop sales:
 - ▶ Submit troop initial cookie order, reward order, and choose delivery location and time in eBudde by January 25, 2022 at noon.
 - ▶ Allocate cookies and submit final reward order in eBudde by March 22, 2022 at noon.
- ✓ Follow best inventory practices:
 - ▶ Order one weekend's worth of cookie booth cookies at a time.
 - ▶ Communicate current troop inventory to troop girls and parents/caregivers frequently. As needed, create a plan for how the troop can work together to sell extra inventory. This could include utilizing Digital Cookie or scheduling more cookie booths or an additional walkabout.
 - ▶ Work with your service unit cookie program coordinator (SUCPC) early if your troop has extra inventory. They can help you find other local troops to do troop-to-troop transfers of inventory or suggest additional ways of selling inventory.
- ✓ Distribute cookies and rewards to girls promptly.
- ✓ Give receipts to parent/caregiver anytime cookies are distributed, or money is collected.
- ✓ Keep and maintain accurate program records for the troop.

Financial Responsibility

As troop cookie program coordinator (TCPC), by signing this form I agree that all product and girl rewards received by me during the cookie program are my responsibility. I accept that I am personally liable for all monies, products, and girl rewards received by me or on my behalf, whether said monies, products, and girl rewards are lost or stolen. I further agree that I am financially responsible and personally liable for all costs and attorneys' fees associated with the pursuit of collection of any monies, products, and girl rewards for me or on my behalf. I understand that if I am unable to meet the above requirements, I will not be asked to return in this volunteer capacity.

SI Name/Number: _____ Troop Number: _____

Print Name: _____ Signature: _____

Address: _____ Phone: _____

Email: _____ Date: _____

For Product Pickup Authorization Only

Authorized volunteer _____ has authorization to receive product on behalf of Troop # _____ for the 2022 Girl Scout Cookie Program. The named troop cookie coordinator accepts financial responsibility for all products received and understands that the product may be returned, and no shortages will be replaced.

Signature: _____ Troop Cookie Program Coordinator Signature: _____ Authorized Volunteer

MONEY AND/OR PRODUCT RECEIPT

CLIPBOARD# RECEIVED/Deducted: **1006** RECEIPT NO: **DT1000**

TROOP NO. **187** REPORT CODE NYHOODS UNIT: _____ DATE: **2/14/22** FROM: _____

NO. OF CASES	NO. OF PKGS.	VARIETIES	AMOUNT DUE
0	0	ADVENTUREFULS™	
1	0	LEMON-UPS®	
1	0	TREFOILS®	
1	0	DO-SI-DOS®	AMOUNT PAID
1	0	SAMOAS®	
2	0	TAGALONGS®	
1	0	THIN MINTS®	AMOUNT STILL DUE
0	0	GIRL SCOUT S'MORES®	
0	0	TOFFEE-TASTIC®	
0	0	TOTAL	

RECEIVED BY (SIGNATURE): *Hena Khan* GIRL'S NAME: _____

RECEIVED FROM (SIGNATURE): _____

(IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS) M-3

MONEY AND/OR PRODUCT RECEIPT

CLIPBOARD# RECEIVED/Deducted: **1006** RECEIPT NO: **DT1000**

TROOP NO. **187** REPORT CODE NYHOODS UNIT: _____ DATE: **2/14/22** FROM: _____

NO. OF CASES	NO. OF PKGS.	VARIETIES	AMOUNT DUE
0	0	ADVENTUREFULS™	
1	0	LEMON-UPS®	
1	0	TREFOILS®	
1	0	DO-SI-DOS®	AMOUNT PAID
1	0	SAMOAS®	
2	0	TAGALONGS®	
1	0	THIN MINTS®	AMOUNT STILL DUE
0	0	GIRL SCOUT S'MORES®	
0	0	TOFFEE-TASTIC®	
0	0	TOTAL	

RECEIVED BY (SIGNATURE): *Hena Khan* GIRL'S NAME: _____

RECEIVED FROM (SIGNATURE): _____

(IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS) M-3

Mega Cupboard

- 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

- The process may vary slightly at each cupboard, however, in general, all pick ups will go as follows:
1. Check in with the cupboard manager. If another volunteer pickup is already in progress, wait in your vehicle until they are done.
 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 pick up volunteer each keep a copy.