

COOKIE CUPBOARDS

Girl Scout Cookie Cupboard Guidelines

Girl Scout Cookie Cupboards will be available for troops needing extra cookies. 24-48 hours notice must be given to ensure Girl Scout Cookies are available. Troops are welcome to visit any of the Girl Scout Cookie Cupboards located throughout the council to obtain more cookies. The guidelines below must be followed for each pick up:

- Girl Scout Troop Cookie Managers contact only their Service Unit Cookie Manager.
- Service Unit Cookie Manager to contact the Girl Scout Cookie Cupboard Manager for extra cookies.
- Service Unit Cookie Manager informs Cookie Cupboard Manager of:
 1. Girl Scout Cookie varieties and quantities needed (orders must be in full cases)
 2. When Girl Scout Cookies are needed (date)
 3. Who will be picking up cookies (either the Service Unit Cookie Manager or Troop Cookie Manager)

The Girl Scout Cookie Cupboard manager may advise the Service Unit Cookie Manager to contact another cupboard to fill the order or may reduce requested quantities due to timeframe, inventory, availability, etc.

- Cookie Cupboard Manager confirms/establishes a timeframe for when cookies can be picked up.
- Service Unit Cookie Manager advises troop of when and where the extra cookies need to be picked up.

Other important Girl Scout Cookie Cupboard facts:

- Girl Scout Cookies may be taken out on consignment, but must be returned within the timelines listed in the chart below.
- Troops may only return the same variety of Girl Scout Cookies that were picked up.
- Troops may only return the same quantity or less.
- Troops may only return full cases.
- Troops must return Girl Scout Cookies to the same cookie cupboard.
- During the last week of the sale (March 8th – March 14th) troops may take mixed cases of specific varieties.

Please note when GIRL SCOUT COOKIE CUPBOARD ORDERS can and cannot be returned!

Pick Up Dates	Return Time
Before February 22	NON-RETURNABLE
Feb. 23 – March 1	Within 72 HOURS
March 2 – March 14	Within 24 HOURS

Please check out www.girlscoutshcc.org for a complete listing of Girl Scout Cookie Cupboard locations.

Remember: Girl Scout Cookie Cupboard managers are volunteers too and may have limited availability. Please plan accordingly.