

# 2026 Cookie Cupboards Guidelines & Procedures

To serve troops during the 2026 Girl Scout Cookie Program, the volunteers hold cookie cupboards throughout the council for additional cookie pick-up. *Please note the attached rules that apply to cupboard transactions.* To help ensure the cookies needed are available, troops should place orders through eBudde in advance of picking up an order. It is recommended orders be placed on Sunday or Monday, for pick up later that week. Reminder, **no cookies may be returned** to a cupboard. Check eBudde for notes from the cupboard and contact cupboards for updates and more details. The full list of cupboards is also posted on [Rallyhood](#) on the Files tab.

## Cupboard orders accepted starting Monday, February 2, 2026

All cupboards open for pick up starting Thursday, February 12, 2026

\*Council cupboards will be open through Saturday, March 21 and Tuesday, March 24, 2026

### **Cookie Cupboard Guidelines & Procedures**

Troops may order additional cookies after their Initial Order for booth sales, Walk-about (Door-to-Door with cookies in hand), for additional Digital Cookie Girl Delivery orders, etc.

- Cupboard orders can be placed starting Monday, February 2. Cupboards open for pick up starting Thursday, February 12.
- GSNI recommends placing orders by Monday for cookies needed for the upcoming weekend. Orders are filled at each cupboard first come, first served and based on the date/time received. Early placement of cupboard orders helps to ensure cookie inventory is available where needed. See procedures to place an order below.
- Your order will be showing as PENDING. When the pending indication has been removed, your order is ready to pick up at the approved appointment time. It is VERY important you pick up your order at the scheduled time. You will receive an email when the order is un-pended and ready for pick up at your scheduled time.
  - Please allow for appropriate time to fill orders at both volunteer and Council Resource Center cookie cupboards, especially on large orders.
  - Orders may be altered based on inventory and availability.
- At pick-up, the person picking up the order is required to present the confirmation email or receipt for the order from eBudde. This can be a printed copy or shown from a phone. Count through the order at the cupboard and sign the receipt. You will receive a copy of the receipt.
- Cookies may not be returned. Payment for cookies received through a cupboard will be collected through the Final Bank Sweep.
- Cookies may be exchanged (individual packages or cases) for another variety. See procedures below.
- Damaged cookie packages (from Initial Order Delivery or a Cupboard order) may be brought to any cupboard for replacement of the same cookie variety. If the variety is not available for replacement, the troop will be issued a credit for the package.

## Placing an Order from a Cupboard

- Click **+Add** near the top right center of the screen. New boxes will come up (see right).
- The current Date and Receipt # will automatically populate.
- The type selected should be left as normal.
- The 2<sup>nd</sup> party selected is cupboard.
- Choose a cupboard from which you want to pick up the order from the Select Location drop-down menu. Hours, address, and messages will be displayed.
- Click on the Date and Time boxes and choose a pickup date and time. Be aware, you must choose a date or time when the cupboard is open. For volunteer cupboards by appointment only, enter a preferred date and time and this may be adjusted once you have communicated and confirmed with the cupboard manager.
  - Council Cupboards will require a time selection based on available times.
- Enter the quantity of cases and/or packages of each variety of cookie you want to order. There are 12 packages of cookies in a case for all varieties.
- Contact information will be automatically entered based on the user entering the order. Additions or changes can be made to this field if necessary.

**Click Save.**

- The order will now be listed on the transaction tab as pending.

**Add Transaction**

**Cookie Order**

**Time & Place**

Date: 01/10/2023      Receipt: BAO100      #

Normal      Booth      Adjustment      Return

Troop      Service Unit      **Cupboard**

Select Location

**Pickup**

Date:      Time:

Contact Info

DebbieKerner  
dkamer@girlscoutsni.org  
353 Randall Road

**Add Product      Remove Product**

Product	Cases	Packages
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
<b>Totals</b>	0	0

## Troop to Troop Transfers and Cookie Exchange

Troop to Troop Transfers and Cookie Exchange in eBudde are other ways for troops to obtain cookies and give credit to the appropriate Girl Scout and troop. See procedures below.

## Exchanging Cookies from a Cupboard

Cookies may **not** be returned to a cupboard but may be exchanged. When entering an exchange order, place the order following the steps above for the packages the troop wants to receive. In the Contact Info box, above your contact information, type RETURNING and list the variety/number of packages of cookies returning. This quantity must equal the total number of cookie packages ordered.

## Entering a Troop-to-Troop transaction

This type of transaction is necessary when packages of cookies are exchanged between troops. By entering a transaction for this exchange, the appropriate Girl Scout/troop selling the cookies receives credit towards rewards and proceeds and collects the money.

- Make arrangements with another troop to receive cookies. Information on troops that have cookies available can be found on the Cookie Exch tab.
- The troop **receiving** or adding the cookies to their inventory enters the transaction in eBudde by

going to the Transaction tab and clicking on **+Add**. A screen like this will appear.

- Follow the previous steps to place an order with a few changes.

- Type should remain normal.

**Add Transaction**

**Cancel**

**Save**

**Time & Place**

Date: 01/10/2023 Receipt: EA0100 #

Normal Booth Adjustment Return

Troop	Service Unit	Cupboard
1234		

Pickup

Date: [ ] Time: [ ]

Contact Info: Suzy Snowflake ss@gmail.com

**Cookie Order**

**Add Product** **Remove Product**

Product	Cases	Packages
Adventurefuls	0	9
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
<b>Totals</b>	<b>0</b>	<b>9</b>

- **Click Save.**
- When the cookies are actually changing hands, confirm the cookies transferred match what has been entered. This is **very** important for inventory and financial tracking.
- In this example, Suzy's troop is now responsible for selling and collecting payment for these additional packages of cookies. Troop 1234 is no longer financially responsible for these packages of cookies.

## Cookie Exch tab

The Cookie Exchange tab allows troops to post and see what extra cookies are available to exchange between troops in their service unit. As troops start to post extra cookies available, the screen for this tab will look similar to the snap-shot here.

Entering and updating extra cookies available to exchange

- Enter the quantities of packages of cookies your troop has available to exchange in the packages listed under each cookie variety at the top. Click Update Pkgs to Exchange.
- As the extras available changes (because you already exchanged with another troop or your troop was able to sell), update the extra cookies available by entering new numbers and click on Update Pkgs to Exchange. This will overwrite the previous submission. You can also click on Remove My Offerings if you no longer have any cookies to exchange.
- It is **very** important to keep this information up to date so troops looking for cookies are viewing accurate information, and you are not being contacted by other troops for cookies that are no longer available.

**COOKIE EXCHANGE**  
Have packages of cookies to exchange with other Troops? Use the form below to post what packages you have to the exchange.  
The numbers in the form always reflect your last update so after you've given away some packages please come back here to update your offerings!

Did you give away ALL of your packages? Fantastic! If you would like to opt out simply [Remove My Offering](#)

Adventurefuls	Lemon-Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	<input type="checkbox"/> Inc. my phone number
0	0	0	0	0	0	0	0	0	<b>Update Pkgs to Exchange</b>

Looking for cookies? Use the information below to find cookies and request an exchange. Cookie totals may have changed since at volunteer last posted.  
For current availability please contact the troop leader.

Cookie Variety	Total
ADVENTUREFULS	10
LEMON-UPS	121
TREFOILS	208
DO-SI-DOS	86
SAMOAS	8
TAGALONGS	67
THIN MINTS	325
S'MORES	4
TOFFEE-TASTIC	80

Viewing what cookies are available from other troops and making the exchange.

- Click on the arrow next to the variety of cookies you are interested in receiving to expand the list.

**TAGALONGS** Total: 5

07/22/22    Troop: Becky    Tagalongs: 5 Rebecca    [greateratlantabeta@lb...](mailto:greateratlantabeta@lb...)    100 Acre Wood

- You will see a list of the troops with the cookies available with the date posted, quantity available, first name of the contact and their email.
- Contact the troop contact to confirm if the cookies are still available and arrange for an exchange.
- Once arrangements have been confirmed for the transfer of cookies between two troops it is **very important** to complete the next two steps!
  - The troop receiving the cookies **must** go into eBudde and enter a troop-to-troop transaction (see previous page).

The troop giving the cookies must update the cookies available on the Cookie Exch tab (see above).

For additional instructions on these procedures and all eBudde procedures in eBudde, use the [eBudde Troop Manual](#).