

Cookie Consignment Guidelines

Cookie consignment sales give troops the flexibility to continue booth sales without the overhead of unsold product. Troops can safely “add a Booth” on the last weekend to stretch their goals and know they will not increase their surplus cookies at the end of the Cookie Program.

Cookie Consignment Policies:

1. Consignment orders may be picked up at designated GSGLA cupboards ONLY.
2. Consignment orders are only available during the last week of the cookie program (**March 6 – March 12, 2023**).
3. A maximum of **10 whole cases** may be ordered for consignment booth sales. **Only one consignment order per troop may be open at any given time and from only one cupboard at a time.** (Variety mix may be adjusted by cupboard manager based on available inventory.)
4. Consignment cookies must be returned to the **same cupboard** where they were picked up.
5. **Troops may only return cookies that were picked up under consignment** and listed on the Consignment Agreement. **Both** the troop’s consignment order and any return of cookies will be entered by troop into eBudde **prior** to coming to the cupboard for complete accounting (see below and the **Troop Cookie Program Guide** for instructions). **Troops may not accept cookies from another troop to return with their consignment return.**
6. Troops may return individual boxes from the consignment order.
7. The **return time and date** will be **set by the Cupboard Manager** for either **March 13 OR March 14, 2023**. At the time cookies are picked up, the Cupboard Manager will advise as to which day has been scheduled for returns. All returns must be recorded on the Consignment Agreement form.
8. Cookies not returned by the date and time designated by the Cupboard Manager belong to the Troop with financial obligations to Council. **NO EXCEPTIONS.**

Place a Consignment Order:

1. **48 hours prior to arrival**, TCC places a pending cookie order in eBudde with a designated GSGLA cupboard that processes consignment orders. Not all cupboards handle consignments. Check the Cupboard Schedule in eBudde for details.
2. Enter the word “CONSIGN_” before the default receipt number in the receipt field (after entering, it will look like CONSIGN_ABC000).
3. TCC must ensure that booths are reserved*, or that a “Cookie Stand” is scheduled, for the consignment orders. Troops may also order to support fliers distributed in the neighborhood for Girl Delivery orders during this timeframe.
4. Pick up your cookies on the date specified in the pending order. **Bring the completed Consignment Agreement form with you.**
5. Be sure to include the required booting information* (attaching a printout from eBudde of your upcoming booths is acceptable), or list dates for “Cookie Stand(s).”

Returning Remaining Product From A Consignment Order:

1. Return any unsold consignment packages by the deadline, if applicable. Only the same varieties as were picked up may be returned.
2. Prior to arrival, enter the product you are returning and change Product Movement to Remove Product.
3. Enter the word “CONSIGNRET_” before the default receipt number in the receipt field.

Open consignment orders after March 14, 2023 will be considered final and late returns will not be accepted.

*assumes that state, local, GSUSA and GSGLA guidelines permit booting and/or cookie stands during the consignment period.

Cookie Consignment Agreement

Pick Up: Enter pending cookie order in eBudde 48 hours *prior* to arrival (designed cupboards only; see Guidelines). Return: Enter pending order in eBudde *prior* to arrival.

Date:		Cupboard:	
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Troop No.:		Service Unit:	
Troop Cookie Chair:			
TCC Phone:			
TCC Email:			

Boothing/Cookie Stand: (include below up to three of your upcoming booths (or attach a printout from eBudde), or indicate where you are having a “cookie stand,” or check the box regarding neighborhood fliers, as applicable)	
Store Name and Location (city) or indicate “lemonade stand”	Date and Time of Booth/Lemonade Stand
<input type="checkbox"/> We have distributed fliers in our neighborhood and need product to fill these potential orders	

Cookies:					
Cookie Variety	# Cases Received	# Returned		# Net (rec'd less ret'd)	
		Cases	Packages	Cases	Packages
Adventurefuls					
Lemon-Ups					
Trefoils					
Do-Si-Dos					
Samoas					
Tagalongs					
Thin Mints					
GS S'Mores					
Toffee-tastic					
TOTALS					

<i>eBudde Pick-Up Receipt #:</i>	<i>eBudde Return Receipt #:</i>
<i>Pick up signature:</i>	<i>I confirm that what I am returning is solely product unsold from the consignment order I took out.</i>
<i>Cupboard Manager Signature:</i>	<i>Return Signature:</i>
	<i>Cupboard Manager Signature:</i>

<i>Date To Return:</i> <i>Cannot be after 3/14/23</i>	<i>Time To Return:</i>	<i>If you have nothing to return, send an email to the Cupboard Manager or Council Product Program Manager at:</i>
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