



## Cookie Program 2026

### Open Office Hours

February 18, 2026

#### Notes:

- Warehouse Pickup Day is happening on February 28!
- All SUPPRs will receive an email by Friday, February 20 with their service unit's warehouse location and time assignment. SUPPRs should send that information to their troop leaders/TPMs by Monday.
- For our out based locations (Cedar City, St. George, Logan, etc.), Bailey's will most likely call SUPPRs the week of Feb 23 to schedule cookie delivery.
- Troops should arrive at least ten minutes before their scheduled warehouse time. If your troop is picking up in multiple cars, do not enter the line until all of your cars have arrived. Everyone there should wear closed-toed shoes. Wear layers to prepare for inclement weather. If your troop has multiple vehicles coming, all vehicles must enter the lot together; you can park on the street while you wait for all your cars to arrive.
- If your troop has an initial order that won't fit in one car, we highly recommend renting a moving van or something similar. You can use troop funds to pay for the rental. Not only does this make your pickup at the warehouse much faster, but you can also organize your cookies by girl inside the truck without having to handle the cookies multiple times to carry them in and out of houses. This also protects you and the cookies from any inclement weather on pickup day.
- Remember, no children under 18 are allowed at the warehouse on Warehouse Day. This includes no children in cars that promise not to leave the car. This is a policy of our insurance as children in a high traffic and dangerous area like our warehouses are a liability. There are no exceptions. Older Girl Scouts might be utilized for childcare at home if needed.
- If you have any issues on Warehouse Day, reach out to your SUPPR.
- When girls and caregivers pick up their initial orders from the TPM, the TPM should either have them sign a copy of the "Girl Initial Order" report or fill out and sign an M3 receipt with the word "Initial" across the top. Initial orders do not need to be assigned to girls in Smart Cookies; those cookies have already been assigned to the girls. Remember, cookies in the initial order labelled "Gift of Caring" should NOT be given to the girl. The troop does not receive those cookies and they do not affect the troop inventory.
- If you need more cookies after you receive your initial order cookies, you can place a "planned order" to pick up from one of our cookie cupboards. To place a planned order,

under "Orders," select "Planned Order." Select the cupboard location, the date you'll be picking up the cookies, and what time you'll be coming. All cupboard slots are an hour long, and you can pick up your cookies at any point within that hour timeframe. Enter how many CASES (not packages) of cookies you would like and hit "save" at the bottom to submit your order. Cupboard appointments are highly encouraged but not required. Just know that coming in unscheduled will take more time since cupboard staff won't be able to pre-pull your cookies if they don't know you're coming.

- To see all cookie orders your troop has places, under "Orders," select "Manage Orders," then hit "Apply Search Parameters" to see all orders. You can filter for initial orders, planned orders, troop to girl transfer orders, troop to troop orders, etc. You can also edit your planned orders here, if you need to change how many cookies you're picking up from the cupboard.
- Whenever a Girl Scout takes cookies from the troop inventory, have her caregiver sign an M3 receipt saying that they took those cookies and that they accept financial responsibility for them. The caregiver gets the yellow copy of the M3 receipt and the TPM keeps the white copy. Keep that M3 receipt for your records; that is your legal protection and proof that the caregiver accepted financial responsibility for those cookies. Then in SC, do a "Troop to Girl" transfer order to assign those cookies to that girl. Put the number of packages of each variety in the "Packages" column. Add as much detail in the notes as you can so you have a detailed record of the exchange. Use this same process for "Troop to Troop," "Girl to Girl," and "Girl to Troop" transfers.
- When looking at the "Girl Cookie Order Details" report in SC, be sure NOT to give the girl any packages in the column labelled "CShare." Those are Cookie Share packages (paid for by customers as "Donated Packages") that will be donated by the council at the end of the cookie sale. Similarly, the total number of packages at the bottom of that report will include those donated packages, so be sure to subtract any Cookie Share packages from that number before double-checking what you give a girl based on that report.
- In the "Girl Cookie Order Details" report, any Cookie Share packages from orders marked with a Y in the "INCL in IO" column DO NOT need to be assigned to the girl by the TPM. Those cookies were credited to the girl as part of her initial order. Any Cookie Share packages from orders marked with an N in the "INCL in IO" column DO need to be assigned to the girl by the TPM. To do that, go to "Orders" and select "Virtual Cookie Share." Find that girl's name on the list and enter how many Cookie Share packages need to be credited to her. Then hit the "save" button at the bottom to submit that number. Once you have credited the girl with Cookie Share packages this way, you have assigned the responsibility of donating those cookies to the council. Those cookies will



not affect your troop inventory or the girl's inventory. Those packages will be donated by the council at the end of the season.

### **Questions and Answers:**

#### **Do TPMs have to be at the warehouse on Warehouse Day?**

If a TPM has a conflict on Warehouse Day and cannot attend, they need to designate another adult (such as the troop leader or a co-leader) to sign for their troop's cookies at the warehouse.

#### **Who is my SUPPR?**

A SUPPR is a Service Unit Product Program Representative. They are the person from your service unit team in charge of overseeing the product program and assisting TPMs throughout the cookie sale. If you don't know who your SUPPR is, you might try asking other volunteers in your troop or service unit if they know. If that doesn't work, reach out to the council at [info@gsutah.org](mailto:info@gsutah.org) and we can get you in touch with your SUPPR.

#### **How many cases of cookies can I fit in my car for Warehouse Day?**

These numbers assume that there is no more than two people (driver and passenger) riding in the car. A case is 12 packages of cookies.

Compact or 3-door: 23 cases

Hatchback or small wagon: 25-30 cases

Mid-size sedan (using back seat and trunk): 35 cases

8-passenger minivan or sport utility: 60 cases

Full size station wagon: 75 cases

Standard pickup truck: 100 cases

Full-size van with seats: 150 cases

Full-size van without seats: 200 cases

For larger trucks and moving vans, here is how to calculate what size truck to get:

Each cookie pallet is 40 inches wide by 48 inches long

Each pallet holds anywhere from 144 to 190 cases of cookies



(Number of cases in your troop's IO) ÷ 144=(Approximate number of pallets your troop will receive)

(Number of pallets) × 48 inches=(Number of inches of truck space you will need)

(Number of inches) ÷ 12=(Number of feet of truck space you will need)

**When do the cookie cupboards open? What are their hours?**

Salt Lake City Cookie Cupboard (445 East 4500 South, #125, Salt Lake City, UT 84107)

Opens Monday, March 2

Open Monday-Friday 9:00am-6:00pm

Open Saturday 8:00am-3:00pm

Closed Sunday

American Fork Cookie Cupboard (215 N Center St , American Fork, UT 84003)

Opens Tuesday, March 3

Open Tuesday-Friday 12:00pm-6:00pm

Open Saturday 8:00am-3:00pm

Closed Sunday-Monday

Ogden Cupboard (3544 E Lincoln Ave, Suite A, Ogden, UT 84401)

Opens Tuesday, March 3

Open Tuesday-Friday 12:00pm-6:00pm

Open Saturday 8:00am-3:00pm

Closed Sunday-Monday