

# Cookie Cupboard Guide

## *Tips for your cookie pickup*

1. **Place your Planned Order in [Smart Cookies](#) by the order deadline.** PRO TIP! make sure you have communicated an order deadline for troop families to let you know how many cookies they need!
2. **Make sure your vehicle is ready to haul cookies!** Cupboard helpers will load cookies into your car, so make sure your space is clear, whether that's adjusting or stowing your seats, clearing out your trunk, or throwing out trash.
3. **Get help!** If your order won't fit in one vehicle, make sure you coordinate with someone to help you out. You'll want to have all vehicles needed for pick-up arrive at the Cupboard at the same time.
4. **Confirm your pickup date, time, and location in [Smart Cookies](#).** You can also view all Cupboard information on The Bridge in the [Cookie Cupboard Listings](#).
5. **Sending a helper?** If you've delegated cupboard pickup to another volunteer or friend/family, make sure whoever is picking up your order knows the troop number for pickup.
6. **Plan for wait time.** Depending on your Cupboard location, you may have a line, especially on February 9, the first day of Super Cupboards.
7. **Dress the part!** Depending on the location, you may be outside or in a warehouse, and you'll need to step out of your vehicle to count and load cookies.
8. **Count & load!**
  - ↪ Cupboard helpers will pull your order and ask you to count and sign for each variety BEFORE loading.
  - ↪ If you need additional cookies, you can ask the Cupboard Manager to add to your order, but you are only guaranteed the amount of cookies on your Planned Order.
  - ↪ You will also complete any exchanges at this time. See page 10 of the [2024 Cookie Program Kit](#) for information on exchanging and returning cookies.
9. **Once your vehicle is loaded, you're good to go!**
10. **After cookie pick-up:** Your Planned Order will be approved in Smart Cookies by the Cupboard Manager, which adds the cookies into your troop's inventory. You will still need to transfer cookies to girls. It may take up to 48 hours for your order to show as approved in Smart Cookies. If you do not see it after 48 hours, please contact us at [info@gsiowa.org](mailto:info@gsiowa.org).

## How many will fit?

Not sure how many cases you can fit in your vehicle? The numbers below represent the approximate number of cases you can arrange in an average automobile. However, it can vary based on cookie variety and the number passengers or car seats in your vehicle.

Compact Car: 25 Cases	Standard Car: 40 Cases
Sport Utility Vehicle: 60 Cases	Minivan: 75 Cases
Standard Pick-Up Truck: 100 Cases	Standard Van: 200 Cases

