

## GSEMA Friends and Family Cookie Cupboard Special

GSEMA office Cookie Cupboards (Andover, Middleboro, and Waltham) will be open December 14–18, for a special one-week Friends and Family special. Girl Scout troops will be able to pick up Planned Order of Girl Scout Cookies to distribute packages to girls in their troop for safe friends and family sales over the holiday break. You may place a Planned Order in Smart Cookies starting Monday, December 8, at 8 AM, and all orders must be submitted by Sunday, December 13, at 10 PM, to take part in this special.

**GSEMA is not moving into Phase 2 of the cookie program yet; this is a special one week only pilot program.** Cookie booths and cookie sales to customers outside of a girl’s close network are still prohibited at this time.

### Details of the Friends and Family Special

- Troops may pick up one (1) preset order from an office Cookie Cupboard to allow access for all GSEMA troops. Duplicated orders will be removed by staff.
- **Troops may choose one of two standard orders. Please enter either of the orders below into Smart Cookies when placing your Planned Order.** Orders will be manually adjusted by cupboard staff if they differ from either of these orders:

ORDER #1	OR	ORDER #2	
<input type="radio"/> 1 Toast-Yay!		<input type="radio"/> 1 Toast-Yay!	<input type="radio"/> 2 Thin Mints
<input type="radio"/> 4 Thin Mints		<input type="radio"/> 1 S’mores	<input type="radio"/> 2 Peanut Butter Patties
<input type="radio"/> 3 Peanut Butter Patties		<input type="radio"/> 1 Lemonades	<input type="radio"/> 2 Caramel deLites
<input type="radio"/> 4 Caramel deLites		<input type="radio"/> 1 Shortbread	<input type="radio"/> 1 Peanut Butter Sandwich

- Smart Cookies Planned Order entry begins on **Monday, December 7, 8 AM**. If you need help placing a Planned Order, please see the step-by-step instructions on pages 20-21 of the [Troop Database Guide](#).
- The number of troop pickups per hour will be limited to allow for social distancing.

### Planned Order Pickup

- Please arrive any time within your pre-selected hour time block as noted in Smart Cookies. For example, the pickup person does not need to arrive right at 10 AM for a 10–11 AM time block. If a troop misses the scheduled pickup hour, please contact [Customer Care](#) and GSEMA will work with you to reschedule.
- Please include the name and phone number of the pickup person in the Order Notes of the Planned Order. GSEMA staff will be checking IDs.
- **For the safety of all staff and volunteers, the pickup person MUST review the [GSEMA 14-point checklist for in-person gatherings](#).** The pickup person must also wear a mask during pickup and bring their own pen to sign the cupboard receipt.
- The pickup person will load their own cookie order into their car.\* Please follow instructions from the on-site staff, and stay in your car until you are asked to sign the receipt and load cookies into your car. There is no gathering allowed.

\*Need help loading cookies into your car? Please indicate this in the Order Notes field of your Planned Order.



- Please have space in your car for cookies cleared out prior to arrival, to move troops along as quickly as possible.
- When distributing cookies to girls and their families, please follow our [COVID-19 Precautions for Contactless Material Exchange](#).