

Starting Inventory Order Delivery

Go to the cookie delivery location at your scheduled pick-up time. Delivery dates and locations vary by service unit so view eBudde as noted above or check with your Service Unit Cookie Program Chair (SUCPC) or Delivery Chair. Your SU may ask for volunteers to help with delivery day.

- Print out your delivery confirmation and bring it with you to be sure you receive the correct number of cases.
- **Please be patient, polite, flexible and ready to help out if needed.**
- When you pick up your troop's SIO, expect to get a bit dirty. Wear flat, comfortable shoes with traction.
- Bring enough vehicles to pick up your entire order at the same time (see vehicle capacity chart on Delivery Confirmation in eBudde). The amounts use all space except the driver's seat and assumes that the vehicle has been cleaned out and emptied of all gear, car seats, pets, children, etc. Multiple vehicles for a troop must enter the line together.
- **Count, count, count** the cases before you sign for anything!
- Remember, you are financially responsible for whatever cookies you sign for, including errors. No exceptions!
- You will be expected to load your troop's order in your vehicle(s).
- Do not separate girl orders at the delivery station. Take the cookies straight home. Do not leave them in your car!

Distribute Cookies to Girls

- Distribute the Girl Order cards, money envelopes and cookies to the girls as soon as possible.
- Families determine how many cookies they want to take responsibility for; troops may not impose quotas upon girls/families.
- When parents/caregivers pick up cookies, have them count and confirm totals. Using the receipt book you were provided, prepare a receipt for each family picking up cookies. **KEEP ALL SIGNED RECEIPTS.** They are your only proof of your inventory should there be any discrepancies. Also use this receipt book to record additional cookies distributed to the girls and any money collected. The receipts will help you reconcile what each girl owes and has paid throughout the program.

MONEY AND/OR PRODUCT RECEIPT		CUPBOARD# RECEIVED/Deducted	RECEIPT NO.
TROOP NO.		REPORT CODE	DATE
NO. OF CASES		NO. OF PKGS.	VARIETIES
			SAVANNAH SMILES®
			TREFOILS®
			DO-SI-DOS®
			SAMOAS®
			TAGALONGS®
			THIN MINTS®
			GIRL SCOUT S'MORES™
			TOFFEE-TASTIC™
			← TOTAL

AMOUNT DUE


AMOUNT PAID


AMOUNT STILL DUE

RECEIVED BY (SIGNATURE) _____ GIRL'S NAME _____

RECEIVED FROM (SIGNATURE) _____

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girl scouts  (IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS) M-3

Little Browsers 

Storage of Cookies

IMPORTANT: Do not store cookies in a car, direct sunlight, a garage, on a cement floor, porch, patio, or in any warm place or location where animals, bugs or water can get to them. Remember, you are responsible for these cookies, even if they get wet, melt from heat, or otherwise become unsaleable.

What if a package is damaged?

If a package is damaged, it can be cheerfully exchanged at a cookie cupboard for a non-damaged package of the same cookie variety only. Damaged means:

- Crushed package
- Sealed but empty package
- Unsealed package
- Missing cookies

- Returned by customer for any reason

NOTE: Melted cookies are **not** considered damaged. You are responsible for any melted cookies, and they will not be exchanged.