girl scouts
greater los angeles

Starting Inventory Order Worksheet Help Guide for New Troops

Troops who order the recommended number of packages minimize their need to return to the cupboard right away. You will have inventory for the girls to keep selling after GO Day and keep up their momentum. This is a win-win for the troop, girls, caregivers, and customers. Below are a few things to keep in mind when determining and placing your Starting Inventory Order. Please refer to your *2023 Cookie Program Troop Guide* for complete details (found on our website at www.girlscoutsla.org/cookies).

Step #1 Confirm your troop goals

Determine how much money is needed to support a vibrant troop for the year. The troop should be self-supporting and should pay for membership fees, activities, uniform pieces and Take Action projects. **Include the girls and caregivers in this goal setting and decision-making process.** Inform caregivers that the troop can support their Girl Scout's experience and they should not have to directly support the troop financially – this builds support for Cookie goals! In the SIO Worksheet, you would use the Troop Goal Planning and Cookie Goals tabs (which will transfer the data to the New Troop tab).

Step #2 Determine your cookie count

Once your troop goal and/or the total of your Girls Scouts' goals are determined, figure out how many packages of cookies must be sold by your troop; then divide that per girl to reach your optimal per girl sales goals. Communicate this to the members of your troop so everyone is on board. If you use the included Troop Goal Planning and/or Cookie Goals tabs in the SIO Worksheet, the number of packages and the number of girls will automatically transfer over to the New Troops tab (and do the math for you, too!).

Step #3 Use the Excel Worksheet

Each troop has access to an Excel worksheet (see figure, right) where they can enter their program age level (Daisy, Brownie, Multi-level, etc. – see page 2), and the Service Center they are served by (Arcadia, Palmdale, Upland, etc., see page 2).

If the troop completed the Troop Goal Planning and/or the Cookie Goals tab, those totals transferred over. If the troop *did not* use either tab, you will need to enter either a Troop or Girl Goal (the Girl goal being the sum of the girls' goals) and the number of girls expected to participate in 2023.

Next, indicate which goal you want to use to determine your SIO. If you have both a Troop Goal and a Girl Goal, you can change between the two (in conjunction with the next step) to find the right number of cases for your troop to start the Cookie Season.

The next step on this tab is selecting a percentage between 75% (baseline) and 90% to calculate a Starting Inventory Order. You can adjust the percentages in the range to determine what starting inventory will work best for your troop. This is only a guideline. When placing your order in eBudde, the varieties reflected on the worksheet can be adjusted.

Your last step involves the Summary tab, which pulls the data from the included Troop Goal Planning and Cookie Goals tab plus summarizes the data from the Returning Troops tab. The information from this lower section is what you will share with your Service Unit Cookie Program Chair (SUCPC) via the embedded link on this tab.

Reminders:

- The worksheet is a GUIDELINE to get you started. The actual number needed should be determined based on booths scheduled, individual girl goals, and the troop's overall commitment level.

- Troops are responsible for selling AND paying for all packages of cookies ordered; no refunds.

- TCCs cannot make girls sell, nor require them to sell a certain number of packages.

- We understand the drive for the SIO Rewards (that's why they are there), but troops should not enter an SIO just to earn the reward if they are unsure of the troop's overall abilities. Go with what you are comfortable with and keep it motivational. This is supposed to be fun and energizing, not over-the-top burdensome.

- However, ordering too few packages of cookies could jeopardize the troop from having the inventory necessary to be successful in the first two weeks of the sale and to keep up with demand.

- Remember you will still need to enter your SIO into eBudde so that your SIO gets ordered.

- Have a great 2023 Cookie sale! Let us know what support you need to succeed.

Step #4 – Completing the eform to Submit Data to your SUCPC

As noted in Step #3, there is a tab labeled Summary. In the lower right corner is a link to an eform (Google Forms) where you will enter several bits of data so that your Service Unit Cookie Program Chair (SUCPC) knows what methodology you used to determine your SIO – Troop Goal? Girls' Goals? 75%? 90%?... All of this will help the SUCPC help you make sure you will have enough cookies up front for your troop to be successful.

On this tab, you will select that you used the New Troop worksheet and all your datapoints will appear, including a recap of the suggested variety mix (however, you will not be providing the variety mix to your SUCPC, just the overall case total). We recommend you print out this tab/page so you have it handy for completing the eform. Note, you will only be entering information from the Starting Inventory Order (bottom) section.

We will remind you again that you will enter the suggested variety mix into eBudde. Of course, you may adjust up or down any variety, but you want it to be equal to (or greater than) your decided upon total case count.

Additional Information for New Troops

Program Age Levels used in the SIO Worksheet:

Daisy
Brownie
Junior
Cadette
Senior
Ambassador
Multi-level
Indep. Girl - these would be individually registered Girl Scouts not affiliated with a troop (aka, Juliettes)

Council Service Centers, the Service Units/communities they serve:

Arcadia Service Center:
Alhambra, Altadena, Arcadia. Duarte, El Monte, Glendale, La Canada/Flintridge, La Crescenta, Los Angeles (*Zips: 90007, 90011, 90022, 90023, 90026, 90027, 90029, 90031, 90032, 90033, 90037, 90039, 90041, 90042, 90050, 90058, 90063, 90065, 90072, 90082, 90089*), Monrovia, Montebello, Monterey Park, Montrose, Mount Wilson, Pasadena, Pico Rivera, Rosemead. San Gabriel, San Marino, Sierra Madre, South El Monte, South Pasadena, Verdugo City

Inglewood Service Center:
Beverly Hills, Culver City, El Segundo, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Los Angeles (*90004-90006, 90008-90010, 90012 – 90021, 90024, 90025, 90028, 90030, 90034-90036, 90038, 90043, 90045, 90046, 90048, 90049, 90053, 90054-90057, 90060, 90064, 90066-90071, 90073-90081, 90083, 90084, 90086, 90093-90095*), Malibu, Manhattan Beach, Marina Del Rey, Pacific Palisades, Playa Del Rey, Redondo Beach, Santa Monica, Topanga, Torrance, Venice

Long Beach Service Center:
Artesia, Avalon, Bell, Bell Gardens, Bellflower, Carson, Cerritos, Compton, Downey, Gardena, Harbor City, Hawaiian Gardens, Huntington Park, La Mirada, Lakewood, Lomita, Long Beach, Los Angeles (*90040, 90091, 90096*), Lynwood,

Maywood, Norwalk, Palos Verdes Peninsula, Paramount, Rancho Palos Verdes, San Pedro, Santa Fe Springs, Signal Hill, South Gate, Whittier, Wilmington

Santa Clarita Service Center (includes Palmdale area service units):
Acton, Boron, California City, Cantil, Canyon Country, Castaic, Edwards, Lake Hughes, Lancaster, Littlerock, Llano, Mojave, Newhall, Palmdale, Pearblossom, Rosamond, Santa Clarita, Stevenson Ranch, Valencia, Valyermo

Upland Service Center:
Alta Loma, Azusa, Baldwin Park, Chino, Chino Hills, City of Industry, Claremont, Covina, Diamond Bar, Etiwanda, Fontana, Glendora, Guasti, La Puente, La Verne, Montclair, Mt. Baldy, Ontario, Phillips Ranch, Pomona, Rancho Cucamonga, Rowland Heights, San Dimas, Upland, Walnut, West Covina

Canoga Park Service Center:
Agoura Hills, Burbank, Calabasas, Canoga Park, Chatsworth, Encino, Granada Hills, Mission Hills, North Hills, North Hollywood, Northridge, Pacoima, Panorama City, Reseda, San Fernando, Sherman Oaks, Studio City, Sunland, Sylmar, Tarzana, Toluca Lake, Tujunga, Universal City, Valley Village, Van Nuys, West Hills, Winnetka, Woodland Hills