Starting Inventory Order

It is necessary for Girl Scouts to have enough inventory on "Go Day" to meet customer demand. This is accomplished by putting in a starting inventory order (SIO) that accounts for the **Girl Scouts' goals and the troop's goals.** While you can take into consideration your troop's selling history, **the SIO should not be based on past sales but rather on the Girl Scout and troop goals.** History tells us that 75% of the sale happens in the first two weeks of the program. Ordering at least 75% of your troop's anticipated sales should allow you to have enough inventory for those first two weeks to fill Digital Cookie orders, in-person sales, and booths. An appropriate SIO is a substantial quantity of cookie packages ordered to support the Girl Scouts' and troop's goals, and it provides the GSGLA Product Programs team an indication of how many cookies to order to support all Girl Scouts and troops throughout the Cookie Program.

Troop and girl goal setting is a crucial step in determining the troop's SIO and is the first of the 5 Skills for Girls.

- In the beginning of the Girl Scout year, the troop leader should work with the Girl Scouts and parents/ caregivers to plan the activities the girls would like to do during the year, set a budget, and determine the funds needed to support the girls' goals.

- To support the girl's cookie program, the Girl Scout's individual goals (i.e., which rewards she wants to achieve) is then factored into the overall troop activity planning to determine the troop's SIO.

Given all the changes we have encountered in the last several years with ways to participate, changes to the program, family comfort level, supply chain issues, etc., focusing on prior year data to determine the current year possibilities is no longer a reliable data source. Moving to a PGA-based model (per selling girl average-based model) positions the Girl Scouts, the troop, and the council to be successful.

When considering your SIO, keep these things in mind:

1. What is each Girl Scout's individual goal?
2. What is the troop goal?
3. How many booths does the troop plan to have?
4. How accessible is the nearest cookie cupboard?
5. Does the troop wish to earn the SIO rewards (see page 18 for SIO reward criteria)?

How to determine your troop's SIO

1. SIO cookies should last at least through the first two weeks of the cookie program. This includes Digital Cookie girl delivered orders, in-person orders, and the first weekend of boothing.
2. All troops will have access to an eform where they can enter their troop's goal and receive an SIO projection based on the number of Girl Scouts they anticipate participating in the cookie program.
3. A Troop Variety Mix spreadsheet will be available for download. Troops that participated in the previous cookie program can enter their troop number to see that previous year's sales data. *Note: The SIO worksheet is based on the troop's anticipated PGA, not past year's sales.*
4. After you enter your data points (package goal, estimated girls participating), the SIO Worksheet eform will display a **suggested** variety assortment (how many cases of each

variety). You can modify this mix as you see fit.

5. **Troops may not set a quota for a Girl Scout to sell.** Speak to the parents/caregivers about how much inventory they want to take to start. Remember that the SIO includes both individual girl cookies and boothing cookies, so <u>don't</u> distribute all of the SIO cookies to the girls right away.

6. Since Girl Scouts have not started taking orders, you will not enter the SIO by Girl Scout. Instead split the SIO and enter some as "Other" to cover the individual sales for the girls and "Booth" to cover what is being ordered for booth sales.

You must both "save" and "submit" your Starting Inventory Order (SIO) in eBudde by the due date for your troop to receive cookies on delivery day.

> **Note: Troops that form before 12/1 and do not submit an SIO will not be able to pick up cookies from a cookie cupboard until the first Saturday cupboards are open.** Troops formed on or after 12/1 are excepted and will be able to pick up cookies from a cupboard beginning the first day cupboards are open.

ENTER your Starting Inventory Order

- Click on the *INITIAL ORDER* Tab.
- Click on **OTHER** to input the total cookies you anticipate distributing to the Girl Scouts to sell. Tab to each package to enter the number of **cases** per variety. There is no option to enter Cookies for the Community (C4C) orders during the SIO, as troops do not receive these cookies.
- Click on **BOOTH** to enter the troop's booth order. These are cookies that will not be distributed to the Girl Scouts immediately but will get you through the first weekend of boothing.
- The SIO must be submitted via eBudde in **whole cases** (12 packages per case).
- Click the **SAVE** button.

SUBMIT your Starting Inventory Order

- Review the totals at the bottom.
- Check to make sure you don't have an extra zero or ordered packages instead of cases. (For example, if the intention was 7 cases of Samoas, you would enter 7 [cases], not 84 [packages].) *Once you submit your order, the cookies belong to your troop!*
- You can only *SUBMIT* your order once.
- Once you have verified that the order is accurate, click **SUBMIT TROOP IO**.
- Once you SUBMIT the order, you will not have access to change the order. If you discover a major error after you have submitted the order, immediately contact your Service Unit Cookie Program Chair (SUCPC).

Choose your Delivery Time

Some service units will pre-assign troops to a cookie pick up schedule; others will allow troops to choose from a pre-set schedule. Your SUCPC will notify you of your SU's process.

- Click on the *DELIVERY Tab.*
- Click **WHO** is picking up your troop cookies.
- Click if you will be picking up for more than one troop.
- If it is not already filled in, select your **DELIVERY STATION** from the drop down. Usually

there is only one location option.
- If one has not already been assigned, choose a pick-up time and lane (if applicable).
- Click the **SUBMIT MY INFO** button at the top of the screen.

The system will confirm that your delivery information was updated. You can print the delivery confirmation for your records. It details when and where to be for delivery, the number of cases for each variety that you will receive, and how many cases will fit into your vehicle type. This confirmation can be especially helpful if someone else will be picking up the cookies. It gives them complete instructions.

eBudde will give you an idea of approximately how many cases will fit in various sized vehicles so you can determine how many vehicles to bring. Some troops with larger orders rent large vehicles like U-Hauls to pick up their cookies.