

Trophy Nut Order Pick-up

November 15-17

Delivery dates and locations vary by service unit. Your Service Unit Fall Product Chair (SUFPC) will coordinate a time for you to pick up the troop's nut order. You will find this information by clicking the Delivery Sites link in your dashboard in the days prior to pick-up. Once you are assigned a time and location, please be aware of this time commitment and plan accordingly to be on time. If need be, recruit someone else in your troop to help you. Be sure to follow any health and safety guidelines set by your SUFPC.

Guidelines for a Successful Troop Pick-up

1. Wear flat, comfortable, closed-toe shoes with traction, and dress accordingly, as you may get a little dirty.
2. Please be patient, flexible, and ready to help out others if needed. Everyone working at the distribution site is a volunteer like you.
3. **Count, count, count**, and verify before you sign for anything, especially since items may not be in full cases. Take a printout of your order with you to be sure you are getting the correct number of cases and cans/boxes/tins. Remember, you are responsible for whatever product you sign for. No exceptions!
4. Once home, separate Girl Scout orders before notifying families that the product is in.
5. Schedule the Girl Scouts and families to pick up their orders. Troops may print a delivery ticket from M2OS, along with financial information for each Girl Scout, so that the family knows what they owe the troop.
6. When parents/caregivers pick up product, have them count, confirm totals, and sign for all product received on a receipt or delivery ticket printed from M2OS. **KEEP ALL SIGNED RECEIPTS/DELIVERY TICKETS** for one year. They are your only proof of your inventory should there be any discrepancies.
7. Do not store product in a car, direct sunlight, a garage, on a cement floor, porch, patio, or in any warm place. Remember, you are responsible for this product.
8. If you plan to have extra product on hand for more sales opportunities, please be sure to store it properly.
9. Melted chocolate is NOT considered damaged. All chocolate items are shipped to us with refrigeration. **Anything that is melted is considered to be the result of improper handling by troops or consumers and will not be exchanged.**