

Cookie Delivery Tips for Service Unit Cookie Managers (before and during delivery)

- Bring a copy of the delivery schedule from GSCB so you have the phone tree with you to call the next delivery site when the truck leaves your delivery site.
- COUNT your SU cookies delivered as soon as they arrive! GSCB and the delivery agents suggest stacking cookies by variety, five cases high, so you can get the most accurate count of each variety delivered. This may also help you find any damaged cookies sooner.
- Remember to use or print the Dot Sheets provided in eBudde so you can easily see what each troop is going to receive and tape it to their cookie pile.
 - To find your Dot Sheets, go to “Reports” tab > “Initial Order Reports” > Click the “View” button next to Troop Pickup Sheets Report. DO NOT fill the checkbox for pre-printed form. It will not print the colored version or tell you which cookies are which.
 - You can then print the forms in color or black and white, depending on your preference and printer capabilities.
 - Dot Sheets must be printed in landscape view to print all cookie varieties on one page.
- Damaged cookies should not be accepted at your delivery. If you find any damaged cases or packages, notify the delivery agent if they are still there. Sometimes they will have extra cookies on hand to exchange. If they are no longer present, contact the Product Program team directly at ProductPrograms@cbgsc.org with the exact number and variety that are damaged. DO NOT give damaged cookies to your troops. GSCB will replace them, if necessary, via a Cookie Cupboard if the delivery agent does not take them.
- It will help to arrive at the delivery site about 30+ minutes early.
- Prior to your delivery date, you may also want to enlist helpers for the day-of delivery.
- You may want to bring scissors or a box cutter to be used ONLY by adults for cutting shrink wrap, if necessary.