

Troop Cookie Delivery & Pickup Tips

Before the day and time of your troop delivery, be sure to:

1. Know exactly how many cookie cases your troop ordered of each variety (print a bubble sheet from your troop reports tab or delivery tab).
2. Make sure your troop has enough vehicles to load your entire order at one time.
 - o eBudde rounds up to full cases. E.g. If your troop needs 4 cases and 2 packages of Adventurefuls to fill girl orders, the troop order will be rounded up to a total of 5 cases.
3. Understand that your troop is financially responsible for all cookies picked up at the delivery.
4. Choose a second location (such as the TCC's home) where the cookies can be sorted and distributed to each troop caregiver.
5. Print individual girl orders or prepare a receipt book to get each caregiver signature upon collecting their Girl Scout's initial orders.
6. Communicate with each caregiver when and where they can pick up their Girl Scout's initial order packages.
 - o The TCC should allow themselves enough time to separate each order by girl.
 - o Have scrap paper, a receipt book, pens/pencils, or markers available to write on cases.
 - o If girls have more than one case, write a note for yourself so you can easily keep orders separate. Add their name and if she had three cases total, write on each case: 1 of 3, 2 of 3 and 3 of 3.

On the day and time of your troop delivery, be sure to:

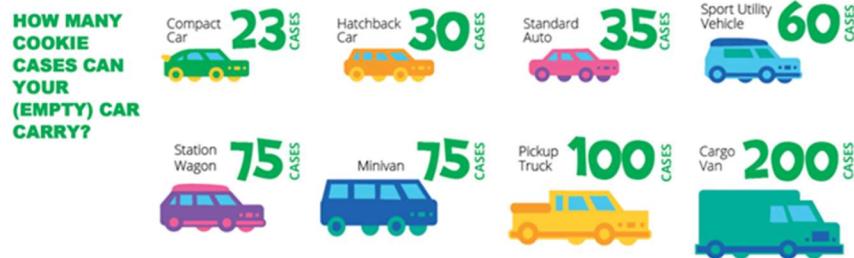
1. Arrive at or right before your scheduled pick-up time.
2. Pull all the vehicles into the line at the same time.
3. Check-in with the person in charge to receive a pick-up ticket.
4. Give the pick-up ticket to the person loading your order. Count the cases (and count again) BEFORE they are loaded into the vehicle(s) to ensure accuracy.
5. Sign for your order and take any receipt offered.

The troop is financially responsible for any cookies that were signed for and cookies cannot be returned once signed for. Troops are responsible for counting and verifying the total number of cases ordered on the IO. Once receipts are signed, case counts are final, and cookies are the property of the troop.

When in doubt, recount! Wait until you are sure about your case count to sign the receipt.

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The guide below can help you understand approximately how many cases can fit in different vehicles.



Troop Product Pick-up Tips

1. When you arrive to the delivery location, the SUCC should provide you with a delivery ticket. Review this ticket in detail, counting and recounting the product that is set aside for your Troop and ensuring the product matches the figures by variety and by total on the delivery ticket.
2. Once you have counted the product thoroughly, you will sign the delivery ticket. By signing the SUCC's copy of the delivery ticket, you agree to the quantities received as listed on the ticket and will be financially responsible for those products.
 - o Reminder - The delivery tickets will include products that were ordered online by customers as girl-delivered items and girl paper order card items, and cookie booth products if the troop elected to include those in the IO.
3. Maintain a copy of the delivery ticket for the Troop's records (some SUs will have two copies of the delivery ticket, one that they keep and one for the troop).

Managing Caregiver Pick-Up

Once the troop has received the product of the troop initial order, you will now need to communicate a product pickup date and time to caregivers.

Prior to the scheduled caregiver pickup day, you will need to sort the product in preparation.

1. Print delivery tickets from eBudde, providing the breakdown of products by girl.
 - o Sort products by girl and attach the appropriate delivery ticket to each order.
 - o When reading the delivery ticket, be mindful of cases vs packages. Troops purchase cases, but girl orders will likely be in both cases and packages.
2. Be ready at the time scheduled for caregiver pick-up and have a receipt book (or dot sheet) ready for them to sign for their Girl Scout's orders.

Important reminder: Receipts should be signed by each person involved, every time cookies or money exchange hands. This will also help with eBudde entry later.