

**All cookies included in a troop's Initial Order will be picked up on April 1 at one of the statewide cookie delivery sites. This date is FIRM.**

The troop is responsible for identifying troop adults to pick up the troop's cookie order at the designated location on April 1. Each service unit is assigned a delivery site location and a time range for troops to pick up their cookie order.

The time slots for cookie delivery day will be available in [eBudde](#) on the Delivery tab beginning on March 17. Troops will see the time slots available for their service unit.



	<b>Compact Car</b>	<b>25-30 cases</b>	
	<b>Standard sedan</b> (using back seat and trunk)	<b>50-60 cases</b>	
	<b>Small SUV</b> (back seats folded down)	<b>60-75 cases</b>	
	<b>Full size SUV/Minivan</b> (extra seats removed or folded down)	<b>100-150 cases</b>	
	<b>Standard pickup truck*</b>	<b>100 cases</b>	
	<b>Cargo van</b>	<b>200 cases</b>	

*\* cookies must be covered during transport*

## Ahead of delivery day:

- ☐ Recruit at least one troop adult to help. One person is needed to drive the vehicle and another to be the counter. Please note: If your troop has many cases to pick up, you may need more than one vehicle on delivery day. See the chart on the previous page to determine how many vehicles you will need to pick up the troop's order.
- ☐ Sign up for a pickup time (Delivery tab) in eBuddy. The Delivery tab will open for troop users on March 17. Please make a note of the time selected AND your cookie delivery location.
- ☐ Ensure appropriate space has been identified to store the cookies. The area must be protected from weather, smoke, car exhaust, pets, and wildlife.
- ☐ Make a plan for troop families to pick up their cookies. Remember to have a parent/caregiver sign a receipt for each Girl Scout's cookie order when it is picked up. These signatures are essential to transfer responsibility for the cookies from the troop cookie volunteer to the family.

## Before pickup time:

- ☐ Make sure all vehicles arriving for cookie pickup are clean and empty. For safety reasons, do not bring any children or pets.
- ☐ Open pickup trucks must have a covering to protect the cookies.
- ☐ Make sure the troop has an adult to act as a counter at the delivery site; volunteer counters must be at least 16 years old. If the troop is bringing multiple vehicles, the troop only needs one counter. Having a counter is essential to ensure the troop receives the correct number of each cookie variety.

## During pickup time:

- ☐ Arrive at your scheduled time. Troops that arrive before or after their assigned time will only be allowed to join the line when traffic flow and time permits.
- ☐ If your troop will be using more than one vehicle to pick up cookies, ask all drivers to arrive at the assigned time. Troop vehicles will not be allowed to join the line until all vehicles are present.
- ☐ Count the cookies. A troop adult must sign and be responsible for the cookies received before leaving the delivery site. Therefore, they must be sure the troop received all the cases they are signing for. This is another reason why it is critical to have a troop volunteer in addition to the driver to act as a counter while the cookies are loaded into the vehicle(s).
- ☐ If delivery overages, shortages, or damages are discovered, the troop cookie volunteer should report them to the delivery site manager as soon as possible. If the overage, shortage, or damage is found after the cookie delivery site is closed, the discrepancy should be reported to the Product Sales team ([customer@gsocct.org](mailto:customer@gsocct.org)) as soon as possible but no later than 72 hours after cookie delivery day.