Service Unit Delivery Stations

A delivery station is the location your Initial Cookie Orders will be delivered for sorting and distributing to troops within your service unit.

Cookie Delivery

- Cookie delivery will run approximately: **February 1– February 11, 2024**
- Delivery Agent will contact the Service Unit Cookie Manager (CM) with delivery date & time. The CM will then communicate when troops will pick-up their troop and girl cookies at the delivery station.

GSDH does not have control of scheduling delivery. If you have any preferences, be sure to note that in the notes section in eBudde. The agents deliver to a large area, during business hours on a tight timeframe. As such, Cookie Managers should consider a secondary volunteer to be trained and "on-call" to accept a delivery if necessary.

How to determine a Delivery Station:

Delivery Agent Guidelines
- No stairs—they will use carts and pallet jacks to unload cookies.
- Clear of snow and ice.

A Safe Environment for Storage of Product
- Clean and dry
- Well lit - outside as well as inside
- Animal/Insect Free
- Secure – locked

Easily Accessible for Volunteers
- Near main roads
- Safe neighborhood
- Nearby for a majority of volunteers & parents

How much space is needed and how long will I need it?

View Service Unit sales for prior years in the 2023-2024 Sales Season eBudde drop down menu (top left corner of screen) then reference the chart below. Typically, delivery stations are needed for only 1-2 days. If communication to troops provides enough notice and all troops pick-up cookies within your specified pick-up window, it is possible to turnaround delivery and pickup in a single day.

Pallet Measurements

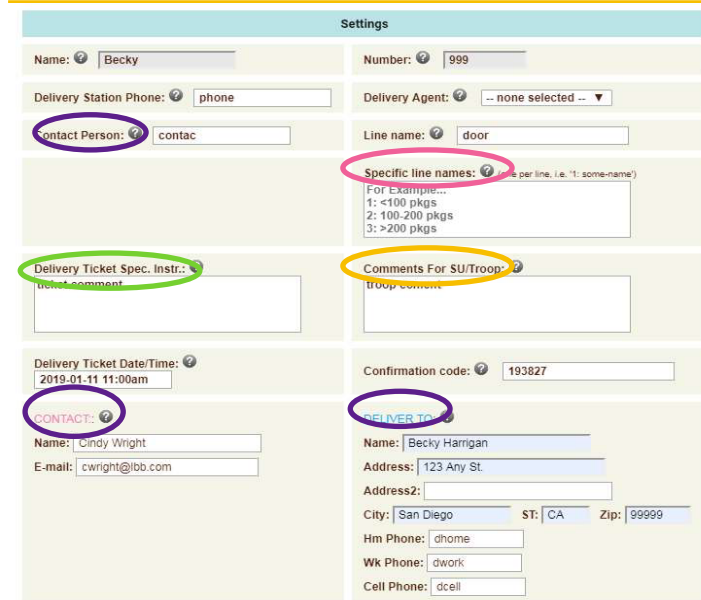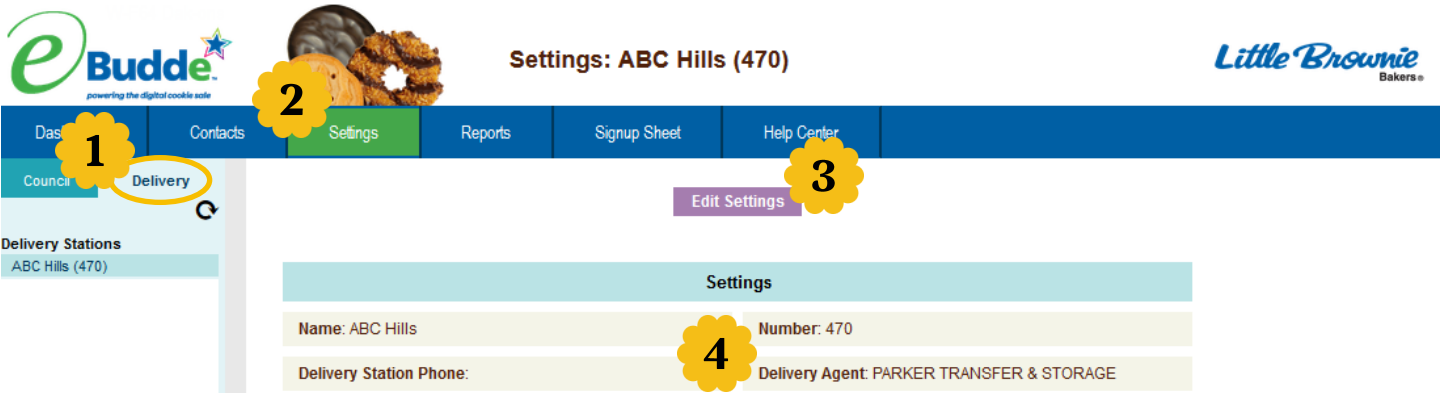| ITEM		cs/L	#/L	cs/PLT	#/PLT	H/PLT (")
120 - ADVENTUREFULS	06120	16	10	160	1,063	94
263--LEMON-UPS	98243	21	8	168	992	87
601-TREFOILS	98254	16	10	160	1,436	96
603-DO-SI-DOS	98247	20	10	200	1,535	93
604-SAMOAS	98256	15	12	180	1,196	92
606-TAGALONGS	98248	16	10	160	1,170	94
602-THIN MINTS	98255	20	10	200	1,638	93
AVG/PLT				175	1,290	93
128-S'mores	98237	15	10	150	1,159	71
067--Toffee-Tastics	98236	17	12	204	1,305	94

cs/PLT is how many cases (cs) of cookies this pallet (PLT) has.

Example: your SU has 364 cases of Thin Mints ordered. One pallet of Thin Mints holds 200 cases, so you will have one full pallet and one partial pallet of Thin Mints; two total.

Special Note: for smaller orders, the Delivery Agent may combine types per pallet to save room.

How to set your Delivery Station in eBudde
1. Click on "**Delivery**" Column (columns on left)
2. Click on the "**Settings**" Tab (across top)
3. Click on the purple "**Edit Settings**" button
4. Check to make sure the correct Delivery Agent is listed for your area.

When editing your information:
- Fill in all the information circled in **purple**.
- If you have any special requests or information for the Delivery Agent (e.g. how to access delivery location, preferences, etc.), place them in the "**Delivery Ticket Spec. Instr.:**" box.
- If you would like to use the troop scheduler, you can **specify column names** that troops will see when selecting a specific time to pick up their cookies. Default is "line" but can be changed to examples given.
- If you have special instructions you want your troops to see in their Delivery Tab, place them in the "**Comments for SU/Troop:**".
  - This could include info on where they are picking cookies up or about delivery day schedule.

Other
- Do not change the Delivery Station Type or the "Serv. Units" Selection. These should be pre-selected for you and marked "unavailable".
- If you want to use eBudde for your Troops to schedule pick up times, this is where you can set that as well! See the Just-in-Time: Initial Order Scheduling Troop Pickups in eBudde for a step by step instruction.