Just -in- Time

Cookie Manager Initial Order Delivery COOKIES

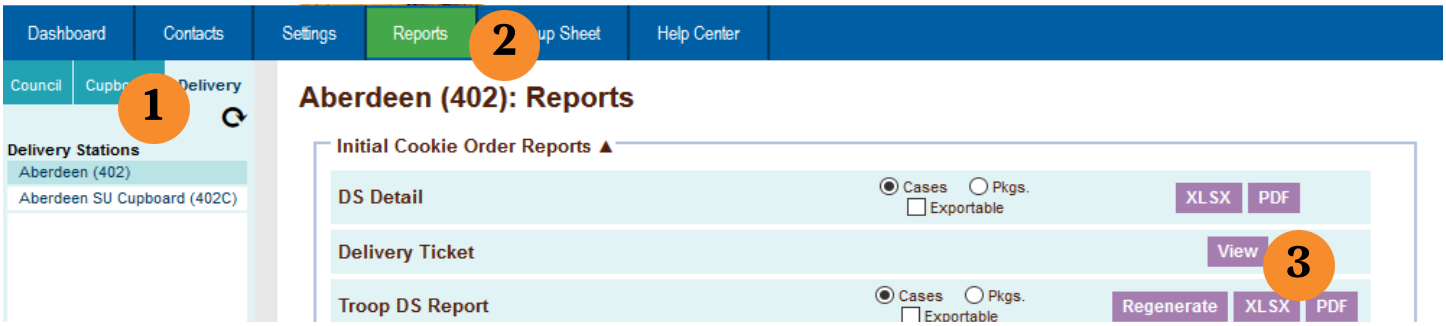
Once the Service Unit's cookies are on their way, your local Delivery Agent will contact you to line up a delivery time. The Delivery Agent for your area is listed in eBudde, under the Delivery Column (column on the left), under the Settings Tab.

Two Reports to print to get ready:

A. Delivery Ticket Report
B. Troop Pickup Sheets

A. Delivery Ticket Report: This report tells you what quantities of cookies are being delivered to you. Your Delivery Agent should come with a copy for you to sign.

1. Click on "**Delivery**" Column (columns on left).
2. Click on the "**Reports**" Tab (across top).
3. Click on the purple "**View**" button next to Delivery Ticket section.



B. Troop Pickup Sheets: This report shows what each troop will need to pick up from the Service Unit.

4. Click on "**Council**" Column (columns on left)
5. Click on the "**Reports**" Tab (across top toward the right)
6. Under Initial Cookie Order Reports, select the "**View**" button next to **Troop Pickup Sheets.**

Special Note: *Check the* ***Pre-printed Form*** *box if you are using your bubble sheets included in your materials. Make an extra copy for your troops to sign.*

Just -in- Time

Cookie Manager Initial Order Delivery REWARDS

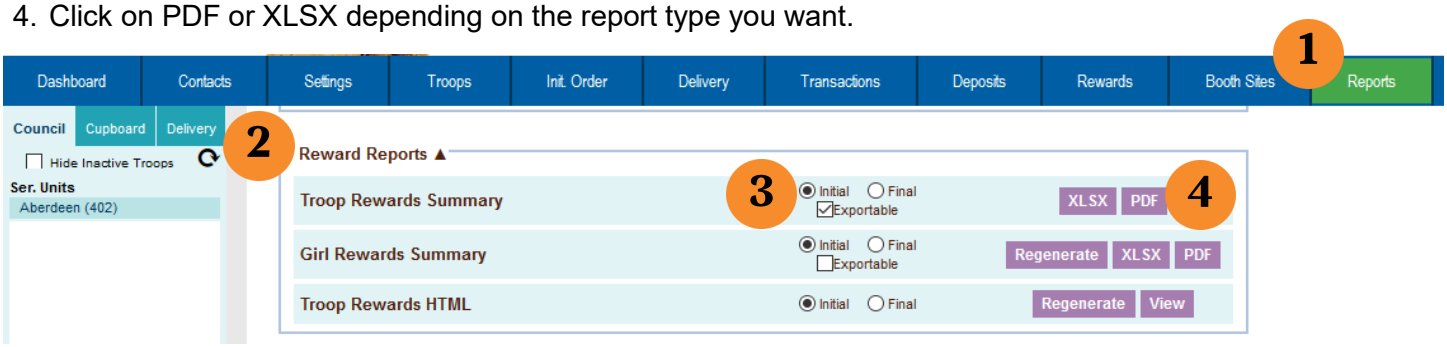
REWARDS

The Initial Order Rewards will be shipped to each Service Unit Cookie Manager.

- *Troops qualified by placing an Initial Order of cookies equaling 275 packages per girl selling.*
- *Girls selling was determined by the order being placed on each GIRL line in the Initial Order Tab.*
- *Print the* **Troop Rewards Summary** *report in eBudde to see the list of Troops that earned the Initial Order Reward.*

Generate Troop Rewards Summary report:

1. Click on "**Reports**" Tab (across top).
2. Scroll down to **Reward Reports** section.
3. Verify "**Initial**" circle is highlighted on **Troop Rewards Summary** **section**.
4. Click on PDF or XLSX depending on the report type you want.



Cookie and Reward Delivery Checklist

☐ Verify your Delivery Station Address in eBudde in the "**Delivery Tab**" under "**Settings**".

☐ Watch for product delivery notification from local delivery agent, scheduled for sometime between **Last week of January—First week of February.** Note: If you do not have maximum flexibility during this timeframe, please solicit help in advance from another volunteer to be available at the delivery agent's specified time.

☐ Schedule pick up date/times for each troop, allowing about 15 minutes per troop order. Notify troops using at least two different channels—email, text, Facebook group page, etc.

Special Note: *eBudde has a built in scheduler for cookie pickup. (See JIT Scheduling Troop Pickups in eBudde)*

☐ **COOKIE** delivery. Count all cookie cases with Delivery Agent and ensure quantities match the delivery ticket. The Delivery Agent is responsible for getting you everything on your ticket and should make arrangements with you to cover any damages or shortages. For any discrepancies, email cookies@gsdakotahorizons.org.

☐ **REWARD** delivery. Count all rewards and ensure TOTAL quantity is correct. Keep all packing slips. Note any missing or damaged items within 24 hours at cookies@gsdakotahorizons.org

☐ Prepare for the Troop Cookie and Rewards Pickup Day:

- Cookie Product: Print the 'Troop Pickup Sheets' - from Page 1.
- For Initial Order Rewards: Print the 'Troop Rewards Summary' - from above.
- Sort each Troop's Cookies and Rewards in advance of pick-up.
- During troop pick up—have each troop count their cookies and rewards **WITH** you and sign both copies of the '**Troop Pickup Sheets**'. Each of you keep a copy for your records.