



GIRL GUIDE COOKIES

It's amazing what a cookie can do!

Cookie Receiver Checklist

Important Things to Remember

When you're accepting cookies for the first or 15th time, this handy checklist is here to help you make sure the important details of a cookie delivery aren't missed. Thank you for all you do!

Prior to Delivery

- I have responded to the Cookie Coordinator regarding my availability for the upcoming campaign.
- I have received the proposed delivery schedule and am available on and around the dates proposed.
- If I am unavailable on these dates, I have contacted cookie.coordinator@guidesontario.org to confirm an alternate contact person for my location.
- I have submitted any delivery notes I would like included in the Delivery Notice to Units to cookie.admin@guidesontario.org.
- I have submitted any special delivery notes for the driver to cookie.coordinator@guidesontario.org.
- I have contacted units as necessary to confirm my pick-up schedule/availability and who will be picking up the cases for each unit.
- I have received and printed my Case Collection (CCF) and Surplus Distribution Forms (SDF) for units to sign at least 2 weeks prior to delivery.
- If I have not received the CCF & SDF, I have contacted cookie.admin@guidesontario.org.

Delivery Day

- I have prepared a cool, dry, shaded location for cookies to be delivered.
- The cookies will be placed on a cool dry floor lined with materials as necessary (ex. tarp).
- I have ensured cases are stacked to a maximum of 7 cases high.
- I have counted and checked for missing or damage cases and noted any missing/damaged cases on the POD.
- If cases are missing, I have asked the driver for replacements and noted these on the POD.
- I have signed and kept a copy of the POD from the driver to submit to Ontario Council.
- If necessary, I have contacted units to inform them that cases are available for pick-up.
- I have collected all unit signatures on the Case Collection Form.

Surplus

- I have put aside any surplus cases with an early surplus request (ex. new units).
- I have offered the remaining surplus cases to units who come to pick up cases.
- I have collected all unit information and signatures on the Surplus Distribution form.

Forms

- I have submitted my Case Collection and Surplus Distribution Forms to cookie.admin@guidesontario.org

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