

**Determining your cookie "freshness guarantee" date**

**Chocolatey Mint Cookies have a 8 month shelf life; Classic Cookies have an 8 month shelf life**

Step 1: Locate the date code found on the outside of the cookie case or on the cookie box (code will be imprinted on box tab) - example 11067A

**Step 2: Decipher code:**

The first number refers to the year the product was made. The following three numbers refer to the specific day within the year and the letter at the end refers to the shift during which the product was produced. Using the example 2261A this code indicates cookies were produced in 2012 (2), on the 261st day of the year (261), on shift A

Step 3: Enter code in spreadsheet below to auto calculate the "freshness guarantee" date of your cookies. Please make sure that for Fall Chocolatey Mint Cookies you are entering the code in the green shaded areas and for Spring Classic Cookies you are entering the code in the blue shaded areas.

	Cookie Code Year	Cookie Code Day		Month Made	Day Made		No Sell Month	No Sell Date
Example - Enter your coded numbers in shaded columns	12	261		9	17		5	15
Enter <b>Spring</b> codes in blue shaded columns				1	0		8	27
Enter <b>Fall</b> codes in green shaded columns				1	0		8	27

Step 4: If your cookies are passed their "freshness guarantee" date, these can no longer be sold. Cookies remaining can however be used for internal Guiding Events or can be donated to a local food bank or homeless shelter. If you are donating these cookies please ensure that they are either removed from their box so that only the sleeve of cookies is donated or place a label on each cookie box stating the following "Donation from Girl Guides of Canada, Ontario Council - Not for Resale"