



GIRL GUIDE COOKIES

It's amazing what a cookie can do!

Lones Cookie Ordering

IMPORTANT

1. The request **MUST** come from the Cookie Orderer of the LONES Unit.
2. Families must fill out a [LONES Cookie Agreement](#).
3. LONES Guiders should ensure that parents know the following for pick-up:
 - a. LONES unit name
 - b. Unit iMIS#
 - c. Number of cases requested
 - d. Name and contact details of the Receiver or Guider from the neighbouring unit

REQUEST

1) Your LONE Unit (preferred)	2) Neighbouring Unit
<p><i>Start this process when ordering opens in spring & fall to place your order or an early surplus request.</i></p> <p>A) Order Online (Spring only)</p> <ul style="list-style-type: none"> • Ensure your LONES unit has a Cookie Orderer to access the national cookie ordering website. (contact the Cookie Administrative Assistant to update) • Contact parents to advise that cookies can be ordered through your LONES unit. Take orders! • Place orders to cookie locations near your girls on our national cookie ordering website. <p>B) Receiver Surplus</p> <ul style="list-style-type: none"> • If a family requests cookies after orders have been placed for the campaign, find a Receiver on our "online list of receivers with surplus" near the girl requesting cookies. • Email the receiver with the information listed in #3 at the top of this page to request cookies. 	<p><i>Start this process before the ordering website opens for each campaign (for dates, check our Key Dates Calendar).</i></p> <ul style="list-style-type: none"> • Contact the ACL for your girl's location through our "Find Your Community" page to recommend a unit to place an order with. • Ask the Cookie Orderer of the neighbouring unit to add the girl's cases to their unit order. • Co-ordinate a cookie pick-up time for the girl's family with the unit. • Collect cookie money from the family prior to the invoice date. (This can be done through a parent online bill payment) • Process a unit-to-unit transfer for these cases.

PICK-UP

Once a pick-up time has been determined between yourself and the Receiver or neighbouring unit:

1. Relay all information to the family so that they are prepared when picking up the cookies requested.
2. Communicate the family's details to the Cookie Receiver or neighbouring unit (i.e.name, phone, email). Confirm with the Receiver or neighboring unit that the family has picked up the cases requested.

COOKIE ALL STARS

As the unit's Cookie Orderer, you will have access into the [Cookie All Star ordering site](#) to enter the number of cases sold by your LONES girl. Please ensure that you have entered their selling amounts before the site closes on May 2nd. If a girl does receive surplus cookies, you will need to enter the case amount first on the first page of the ordering site under the "Cookie Surplus/ Wish List Orders" field, before allocating the cases under the girl's selling records. For more tips, check out our [Cookie All Star Tip Sheet](#).

Please contact cookie.admin@guidesontario.org should you have any questions or require any additional information.