

Cookie pick-up, storage & distribution

PICK-UP & STORAGE

Our Cookie Receivers are a wonderful group of volunteers who offer their space and time for cookie delivery and distribution each campaign. When picking up cookies please keep the following in mind:

- Cookies must be picked up on time.
- View our proposed delivery schedule to begin making the necessary arrangements to have your cookies picked up as soon as possible.
- Make sure to read your campaign delivery notice in full, as some Receivers include specific notes about pick-up arrangements.
- Cookie Orderers will receive their delivery notice via email approximately two weeks before their confirmed delivery date.
- The Cookie Orderer is responsible for arranging the pick-up of all cookie cases within the Receiver's specified timeline.
- Cookies can be picked up by any active Guider in the unit, a parent, friend or family member.
- The unit is responsible for storage of cookies ordered.
- Keep away from heat.
- Mint cookies should be stored at a temperature between 10°C and 22°C.
- Sandwich cookies should be stored at a temperature below 28°C.
- Do not store in vehicles, freezers, direct sunlight or outdoors.
- At the time of cookie pick-up it is important to take your time and ensure that you are picking up and signing for the correct number of cases ordered.
- It is best to double count the cases before signing the Case Collection Form.
- When cookies are received be sure to check the SELL BY date to plan your unit's sales using the [Freshness Guarantee Date tool](#).

COOKIE DISTRIBUTION

- Once cookies have been picked up, please ensure they are stored in a secure location.
- Share the above information about proper storage with your families.
- The Unit Guiders are responsible for collecting parent signatures, cookie money, and tracking the volume of cookies sold by each girl. Please use the [Unit Cookie Distribution Form](#) to track these throughout the campaign.
- Important Reminder – cookies should never be distributed to girls who are not registered members.
- If a parent has not submitted payment by the specified unit payment date, immediately begin our Parent Not Paid process by first completing our [Parent Not Paid Document Request Form](#).