

Requesting surplus cookies

Looking for more cookies this campaign? Here are three ways to obtain extra cases.

1) **Request Surplus**

- Check the online cookies surplus request form for the **fall** or **spring** campaign for a location near you that has surplus cookies available. (This link will be included in your cookie delivery notice and shared through the weekly Guide ON eNews).
- Fill in **the form** with details including:
 - Your full unit name
 - Unit iMIS #
 - # of surplus cases you are requesting
- Confirm the case code with the Receiver to ensure your unit's planned sales are within the **no-sell date**.
- Arrange a time to pick up the cookies from their location within one week or the Receiver's specified timeline.
- Ensure the person picking up the cookies has the full unit name and iMIS # to fill out the **surplus distribution form correctly**. Please include one case code on the form (ex. 18063B).
- Check to verify all cases ordered and signed out through surplus are reflected in your unit invoice.
- Please note - requests will be met on a first come first served basis.

2) **Contact your ACL to see if any units in the area require help moving their unsold cases.**

3) **Contact the office to locate units who have reported unsold cases.**

These cases must be processed using the **Unit-to-Unit transfer** and will not be included on your unit's invoice.

Note Once cookies are ordered, additional cases cannot be guaranteed. Please **plan your unit's cookie order** in advance by discussing sales goals with girls, parents and leaders.

If you have questions regarding this process, please contact the Cookie Administrative Assistant at cookie.admin@guidesontario.org.