

2024 Cookie Program SUPC Training



SUPC Checklist

1. Fill out the Service Unit Product Chair Agreement found on The Bridge (gsgibridge.com/cookieprogram)
2. Secure a delivery station for the Troop Initial Orders in your service unit and update the delivery station in Smart Cookies
3. Plan a Cookie Rally for your service unit
4. Be a resource for troop leaders and Juliettes throughout the cookie program



Initial Orders and the Delivery Station

- Troop Initial Orders – February 1-8
- Locations with loading docks are ideal, but not necessary
 - Large doors
 - Parking Lot



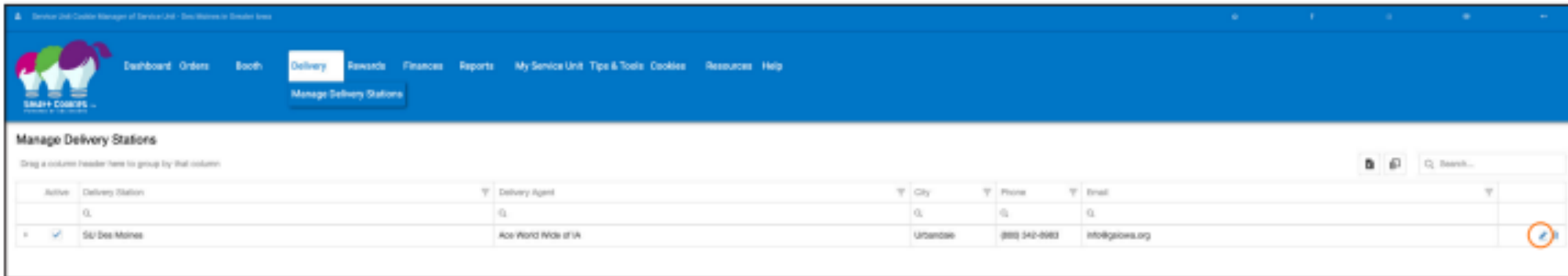
Girl Scout Cookie Drop


UPDATING YOUR DELIVERY STATION IN SMART COOKIES

ENTERING DELIVERY STATIONS FOR SUPCS

One of the main responsibilities of SUPCs is securing delivery locations for the Initial Order. Once a delivery location has been secured, SUPCs will need to enter it into Smart Cookies as a Delivery Station.

1. To enter the delivery location, log into Smart Cookies, go to the Delivery tab, and then select Manage Delivery Stations.
2. Click on the pencil to the far right to edit the Delivery Station with the delivery location for the service unit.



Active	Delivery Station	Delivery Agent	City	Phone	Email	
<input type="checkbox"/>						
<input checked="" type="checkbox"/>	SU Des Moines	Ace World Wide of IA	Urbandale	(888) 342-6983	info@ggiowa.org	

UPDATING YOUR DELIVERY STATION IN SMART COOKIES

3. Verify the delivery station address, add/edit as needed.
4. Verify your manager contact information, add/edit as needed.
5. Verify the location contact information (the person who will be there the day of the delivery, if different from the manager contact information), add/edit as needed.
6. Include any important instructions for the Delivery Agent in the Instructions box. (The Notes box is for internal use only—this box does not show up on the delivery ticket.) Information to include in the instructions box could be any date/time restrictions, or instructions the delivery drivers may need to know before arriving. These requests are not guaranteed but the Delivery Agents will do their best to accommodate them.
7. If you do not know your Delivery Agent and that field is blank, contact us at info@gsiowa.org so we may assist.
8. Do not enter anything in the Receiving Date field.
9. Click Save.

Edit Delivery Station

Delivery Station Name*

SU Des Moines

Delivery Station Address

Address 1*

10715 Hickman Rd

Address 2

City*

Urbandale

State*

IOWA

Zip*

50322

Manager Contact Information

First Name*

Juliette

Last Name*

Low

Email*

JLow@gmail.com

Phone*

Fax

Mobile

Save Cancel

Delivery Station Details

Instructions/Note: Printed on Delivery Ticket

Notes/Note: Internal use only - Not printed on Delivery Ticket

Delivery Agent*

Ace World Wide of IA

Schedulable

No

Receiving Date*

Save Cancel

Troop Initial Order Delivery Day

- Make sure YOU are there to sign for the drop!
- Consider the weather!
- Logistics & Time
- Get lots of help! Be sure to have plenty of volunteers to assist with the cookie order delivery.
- Recommended materials for delivery:
 - 2 - Delivery Station Order Detail report
 - Dot Sheets - request these from GSGI by emailing us at info@gsiowa.org.
 - Pens, highlighters, clipboards.

Troop Initial Order Delivery Day

- Sort by variety
- Arrive early
- Keep an eye out for damages
- Report missing or damaged items to GSGI
- Both SUPC and Delivery Agent should sign the receipt after counting
- Split into troop/Juliette individual orders
- Both you and the adult responsible for picking up should count the order TWICE

Cookie Rally



OWN YOUR
magic

Hosting a Service Unit Cookie Rally

WHEN SHOULD WE HOST A COOKIE RALLY?

It's up to you! From a few weeks before, right up to the night before the cookie program starts.

HOW SHOULD WE HOLD OUR COOKIE RALLY?

Look at the number of Girl Scouts and adults you anticipate attending to determine how much space you'll need for activities.

You can host a Cookie Rally in one of three ways.

- ◌ Host a **“traditional rally”** that focuses mainly on the cookie program, offering fun and educational activities to teach participants about the five skills: goal setting, decision making, money management, people skills, and business ethics.
- ◌ Host a **“social rally”** to bring girls together to socialize and get to know each other, while also introducing the cookie program.
- ◌ Host a **“virtual rally”** that allows Girl Scouts to gather online to learn about the cookie program, while still doing a fun activity!

WHO SHOULD WE INVITE TO OUR RALLY?

All Girl Scouts in your service unit, along with their parent/guardians, as well as all troop leaders and volunteers. You can even ask Girl Scouts to bring a non-registered friend and help them sign up for Girl Scouts.



Request a Service Unit Rally Kit from GSGI!

- Fill out the [2024 Cookie Program Service Unit Rally Request Form](#) found on The Bridge
 - Fun Patches
 - Cookie Samples!
- Check out the [Activities for Cookie](#) Bridge for more ideas for your rally.
- Cookie Entrepreneur Family Pins on The Bridge
- [ABC Baker's Flickr Page](https://www.flickr.com/photos/abcbakersvolunteergallery/) (flickr.com/abcbakersvolunteergallery)



on The

Thank you!

