

Safety Recommendations for Distributing Product to Troops

The information below will support your Service Unit in planning your safe distribution of products.

Below is a recommended outline, which can be adjusted to serve your needs.

1. Sort products by troop and clearly mark the troop number on orders before troops arrive for pick-up.
2. Leave each troop's dot sheet you received from your Service Unit Cookie Manager with their order.
3. Once troop arrives, have them count product based on the dot sheet and their Initial Order report.
 - a. If count is correct:
 - i. Troop takes their product and leaves the signed dot sheet with you
 - b. If count is incorrect:
 - i. Troop should let you know what is missing before leaving.
 - ii. Recount and check your reports to verify.
 - c. If truly a shortage, pull missing product and add it to the troop's order and recount.
 - i. If there is no extra product to pull, recount the other troop orders to ensure the items were not put in with another troop's order.
 1. If you find the missing product, add it to the troop's order.
 2. If you still cannot find the missing product after counting the other troop orders, let the troop know you will notify council of shortage and for further guidance on next steps. Have the troop note the shortage on the Dot Sheet. Ensure the troop that they will receive their missing product.
4. Troop recounts their order.
 - i. If count is correct, Troop takes their product and leaves the signed dot sheet with you.
 - ii. If count is short, the Troop notes the shortage on the dot sheet and leaves the signed dot sheet with you.
5. Turn in dot sheets to your Service Unit Cookie Manager.