



Mega Delivery

Service Unit Instructions

Congratulations! Your Service Unit is participating in a Mega Delivery. Volunteers & Staff will be distributing over **75,000 cases** of cookies to about **650 Troops** at this site all in one day. It's an awesome adventure! To ensure the success of this event you will need to do three things –inform your Troops, turn in your paperwork, and show up with a positive attitude.

Service Unit Cookie Distributor “To Dos”

- Please forward Troop Instructions to all Troop Cookie Coordinators today!
- Sign-up to staff the check-out station. (Sign up link will be sent to SU Distributors)
- Ensure Dot Sheets have been delivered to council
- Remind Troops:**
 - Distribution of product at a mega delivery will take place outdoors (rain or shine).
 - Bring the *Delivery Station Appointment Summary* to view their pick-up time.
 - Arrive on time for their cookie pick-up.
 - Bring their own pen.
 - Ensure cookie pick-up drivers are screened Girl Scouts.
 - Bring enough cars to make the pick-up (the less vehicles, the better). And all cars have a [Troop Dashboard sign](#) displayed
 - Remind drivers they **must** remain behind the wheel of their vehicle at all times.
 - For troops to **bring their own volunteers:**
 - Only an adult passenger in a pick-up vehicle will be allowed out of the car to be the counter and/or loader for that troop.
 - Troop loader/counter volunteers who drive themselves will park their car as instructed at the mega delivery, and walk alongside their troop's vehicles.

Note: Pick-up times cannot be changed in the software. All pick-ups should be completed by 4:00p.m.

