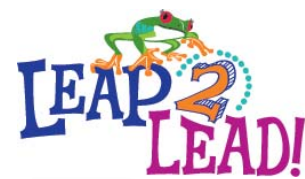




Task Calendar for Cookie Sales

Service Unit

Product Sales Coordinator



November:

1. Receive Cookie Sale materials via United Parcel Services at your home.
2. Attend Cookie Sale Training Brunch November 14th and receive the reminder of materials.
3. Pack Troop materials, according to distribution sheet.
4. Distribute Parent Permission forms for each girl in all Troops.
5. Train your Troop Cookie Managers and Leaders between November 28th and December 12th, 2009.

December:

1. Troop Cookie Managers hold dessert party training's for girls and their parents before January 4, 2010.
2. Troop T-4s and the T-2 & T-4 Service Unit Reports due to Council from Early Direct Sale Troops 12-16-09.
3. Service Unit Delivery Form due to Council 12-16-09 from Early Direct Sale Troops.

January:

1. Cookie Sale original order-taking begins January 4th, 2010.
2. Direct Sale Troops begin selling cookies after January 8th.
3. All Super Bowl Weekend Sale Orders due to Council (T-4) – January 8th.
4. Distribute sale material to newly registered Troops and girls as they register.
5. Original order taking ends January 27th – 29th.
6. Arrange your Central Drop Location, notify council by January 8th.
7. 1st Partial Payment due to Council from Early Direct sale Troops by January 22nd, with the 2nd Partial on the 29th.



February:

1. Collect all Troop Order Forms (T-1 & T-4) and Girl Permission Slips from TCM's. Check for accuracy and completeness.
2. Take completed Service Unit Order Forms (T-2, T-4), with all Troop Orders (T-1, T-4) attached, include Only the Older Girl Incentives Permission Slips, to Council Office on February 3rd.
3. Schedule Troops to pick up their cookie orders at the Central Drop Site (February 18th – Feb 28th)
4. Final payments are due to council from Early Direct Sale Troops by February 26th.

March:

1. Accept delivery of cookies at the central drop site. Unloading cookies is the responsibility of the trucking company; please do not unload trucks! Count and separate cases by Troop Order with volunteers.
2. Report problems immediately.
3. Supply Troops with additional cookies for reorders.
4. Supply cookies for direct sales and help as needed (Direct Sales March 6th – March 28th).
5. Remind all Troops of Partial Payment day (March 12th) and Final Payment (March 26th) deadlines, payments to you.
6. Deposit payments directly, if applicable.
7. Turn in all Incentive Reports by March 26th.
8. Follow up with Troops who have not made full payment by the deadline of March 31st.
9. Complete and return Service Unit Final Cookie Sale Report and the payments/money or the copies of deposit slips to the council office by March 31st

April:

1. Identify and assist as needed with any collection problems.
2. Process any late sale payments and submit revised paperwork, as needed.

May:

1. Attend Cookie Sale Evaluation meeting the second week in May.
2. Distribute Incentives to Troops.

