

Girl Scouts of Eastern Oklahoma
Saturday, January 25, 2025
Warehouse Cookie Pickup Troop Instructions

Cookie Storage and Transportation

Cookies should be transported in vehicles and stored in areas that are clean, smoke free, dry, pest free and safe from pets.

Things to Bring

- Enough vehicles to safely load all of your cookies. Refer to the Delivery Confirmation page in eBudde. Capacity listed is for an empty vehicle, except for the driver.
- Someone other than the driver (responsible adult- 18 or older) to count the cookies as they are being loaded. **One counter per troop** (not per car).
- A SIGN with your TROOP NUMBER written in at least 3-inch large, thick black letters taped in the windshield of each vehicle. (Use a large, dark marker on an 8 ½ x 11 sheet of paper.) Multiple cars should say 1 of 3, 2 of 3, etc. Troop number should be legible from a distance.
- Your eBudde Delivery Confirmation page to verify your order.
- A pen for the counter to sign and initial forms.

For safety reasons, the warehouse has asked that we not have any children on site. If you have to bring children with you, it is important that they stay in the vehicle at all times.

Arrival & Check-in

Armstrong Relocation, 1900 N Indianwood Avenue
(south of 61st Street between 129th E Ave & 145th E Ave)
Look for the large Girl Scout Cookies banner at the street.

- Please plan to arrive only a few minutes before your assigned pickup time.
- If you will have more than one vehicle for your troop, please make sure that you are all together before you get in line.
- You will be greeted by staff and volunteers and given your troop's N/S4 "bubble report". You will then be directed to the pickup staging area.
- At this point you will text our Pickup Code (found on your eBudde Delivery Confirmation page) to check in for your troop. You will also receive instructions for the process as you drive through the pickup line.

Pickup

- Drivers must stay inside the vehicle to be ready to move.
- Your counter will walk alongside the vehicles and count the cases as they are being loaded. The warehouse staff will load cookies into the vehicles.
- After each variety is correct, initial the corresponding spot on the bubble report.
- When you have received all of your cookies, all cars pull forward to the checkout station.

Check-out

- Your completed bubble sheet will be turned in and you will sign a receipt or check out by text. It is important to keep all receipts for your records.
- If there is a discrepancy or other problem, you and your vehicle(s) will be asked to move to a problem resolution holding area where a volunteer will work with you to correct the problem.
- **THE TROOP IS RESPONSIBLE FOR ALL CASES SIGNED FOR AT THE PICKUP SITE once you leave.**