

# RCMC Cookie Delivery Pickup



1

## Wait Until All Orders Are Sorted

All of the orders for the Service Unit must be counted and separated before any troop can pick up their order. This process allows us to catch and fix any errors easily.



2

## Count Your Cases

Once the orders are sorted, your order will be in the fire department bay. Compare the cases of cookies to the information listed on the colorful sheet with dots with your cases. If anything is wrong, ask Eryk or Traci for help.



3

## Sign For Your Order

When you confirm that your troop's order is correct, go inside the kitchen area and sign the delivery sheet, indicating that you are taking your cookies.



4

## Load Your Order

After you sign the paperwork, you are ready to take your cookies. Remember that we can only have one car at the fire department door at a time. Once all your cookies are in your vehicle, you're ready to deliver to your girls and start your booths!



## If the Fire Dept Has a Call

If the station needs to go on a call . . .

1. Follow the instructions of any fire department member.
2. If you have a vehicle blocking the door, move it to a parking space immediately.
3. Go to the grassy area between the parking spaces and the building, OR go in the building and stand around the tables near the windows.

Return these instructions so we can use it again at the next delivery. Girl Scouts use resources wisely after all!