

Cookie Program

Service Unit Manager Schedule of Events 2009



Girl Scouts of Greater Chicago and
Northwest Indiana
Lisle Regional Service Center
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Lisle, IL 60532-3933
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Polar Bear Sales:

- Delivery: Dec 27
- Time: 9:00 a.m.-12:30 p.m. only
- Location: Suburban Moving & Storage
- Sale Dates: Jan 2-4; 9-11

Order Taking / Spring Booth Sales:

- Delivery: Feb 14
- Order Taking Period: Jan 1-25
- Booth Sale dates: Feb 20-22; Feb 27-Mar 1

Refer to Polar Bear Site sign up and delivery procedures documents for more information

| <u>Program</u> | <u>Date</u> | <u>Event</u> |
|----------------|---------------|---|
| All | Nov. 12 | Kickoff meeting for service unit managers (Program Center, Woodridge) Attend 10 a.m. - 12:00 p.m. - or - 7 - 9 p.m. (choose one) |
| All | By Nov. 22 | Register on the On Line Order Entry System as <u>SERVICE UNIT MANAGER</u> |
| Booth | Dec. 1-31 | Contact the merchants only on your list for approval |
| All | Dec. 1-Jan.20 | Approve troop managers in the On Line Order Entry System Recruit volunteers (age 13+) to help at the delivery site on Feb. 14 |
| OT/Booth | By Jan. 30 | Troop order due in the On Line Order Entry System by 11:59 p.m. |
| Polar | Dec. 27 | Polar Bear Delivery - Suburban Moving & Storage, 2100 Ogden Ave., Lisle Each service unit must provide 1 volunteer at delivery |
| Booth | Jan. 12-30 | Facilitate a booth sale site sign up meeting |
| OT | Feb. 7 | Print the service unit order and recognition reports from the On Line Order Entry System Prepare the quick-pick tickets for each troop's order |
| OT/Booth | Feb.14 | Order taking and Booth sale delivery |
| OT | Feb. 20 | Last day for delivery corrections at the Lisle Regional Service Center |
| OT | Feb. 24-28 | Receive recognitions shipment from bakery; Confirm all quantities immediately Call the Lisle Regional Service Center to report discrepancies |
| All | Mar. 7-9 | Receive validated deposit slips from troops for Chase bank Record each deposit on the On Line Order Entry System |
| OT | Mar. 7-9 | Distribute recognitions to troops who turned in a validated deposit slip |
| All | Mar. 12 | Bring validated deposit slips to the Lisle Regional Service Center in numeric order; Return all unclaimed recognitions |