



Girl Scouts of Greater Chicago and
Northwest Indiana
Lisle Regional Service Center
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www.girlscoutsgcnwi.org

Cookie Program

Troop Manager
Schedule of Events 2009

Polar Bear Sales:

- Delivery date: Dec 27
- Location: Suburban Moving & Storage,
2100 Ogden Ave., Lisle (in back of building)
- Sale dates: Jan 2-4; Jan 9-11

Order Taking / Spring Booth Sales:

- Delivery date: Feb 14
- Order taking period: Jan 1-25
- Booth sale dates: Feb 20-22; Feb 27-Mar 1

See Polar Bear Sales Site Sign up and Delivery Procedures documents for more information

<u>Program</u>	<u>Date</u>	<u>Event</u>
All	Nov. 17-21	Troop manager kickoff meeting Troop managers must be registered Girl Scouts Turn in membership registration if not already registered Contact service unit program sales team for date, location and time
Polar	Nov. 22	Polar Bear booth site sign up meeting 9 a.m. to 3 p.m. (Service units will be assigned a time slot) Location: Program Center, Camp Greene Wood, Woodridge
All	By Nov. 24	Register with the online order entry system through the website www.girlscoutspw.org/ordering Register as a TROOP MANAGER
Polar	Nov. 29	Polar Bear site sign up ends– order due in Online Order Entry System by 11:59 p.m.
All	Dec.	Collect permission slips from each girl selling Distribute order cards – GIRLS MUST BE REGISTERED GIRL SCOUTS - no permission slip – no order card Money is collected upon delivery of product – never in advance
Polar	Dec. 27	Polar Bear Sale delivery Orders not picked up will be sent back to the delivery agent located in Sycamore, Illinois – they will not be delivered to the Lisle Regional Service Center
Booth	Jan. 12-30	Booth Sale site sign up meetings Contact your service unit product sales team for the location, date and time
Polar	Jan. 2-4, 9-11	Polar Bear booth sale Make a deposit into the Council Chase Bank account on Monday after each weekend you participate Deposit amount owed to Lisle Regional Service Center Chase bank account; pay for packages SOLD Deposit troop earnings into the troop account for packages SOLD Give the Chase Bank validated deposit slips to the service unit program sales team as soon as possible.

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<u>Program</u>	<u>Date</u>	<u>Event</u>
<i>All</i>	Jan. 26	Collect girl order cards
<i>All</i>	Jan. 26-30	Enter girl orders on Online Order Entry system by Jan. 30 at 11:59 p.m.
<i>OT/Booth</i>	Feb 14	Delivery day - Be on time and verify your order as soon as you get home Call the Lisle Regional Service Center on Monday to report discrepancies or damaged product Damaged or missing product will be replaced – DO NOT ADJUST THE TROOP ORDER Orders not picked up will be sent back to the delivery agent located in Sycamore – orders cannot be picked up at the Lisle Regional Service Center.
<i>OT</i>	Feb 14-Mar 1	Girls deliver products and collect money from customers
<i>OT/Booth</i>	Feb 19	Last day to make delivery corrections
<i>Booth</i>	Feb. 20-22; Feb. 27-Mar. 1	Booth sales – Make a deposit into the council account each Monday after each weekend you participate Deposit enough money to pay for all packages SOLD – keep the troop earnings for all packages sold Give the validated Chase Bank deposit slips to the service unit program sales team as soon as possible
<i>OT</i>	Mar. 2	Collect money from girls
<i>OT</i>	Mar 2-6	Enter exact amount paid by each girl on the Online Order Entry System
<i>OT/Booth</i>	Mar. 7	Get a deposit slip from the leader and deposit the entire amount of troop earnings directly into the troop bank account. Give the leader the validated deposit slip for the troop's bank account Do not give the troop leader cash
<i>OT/Booth</i>	Mar. 7	Make the council deposit - Write troop number on each check in the memo section of the check. Endorse each check with "FOR DEPOSIT ONLY" Fill in the grand total only for checks on the deposit slip – do not list checks separately Write the troop number on the Chase Bank deposit slip Deposit amount due to council into account at Chase Bank. Get a validated receipt – DO NOT LOSE IT! Make a copy of the validated receipt for troop records
<i>All</i>	Mar. 7-9	Turn a validated Chase Bank deposit slip into the service unit program sales team Collect troop recognitions and distribute