

## Cookie Booths

1. To access the booth scheduler system you must go to SNAP. The complete instructions are located in the back of the SNAP booklet.
2. It does not matter if troops pick their 10 preferences now or right before the lottery ends at the end of the day on the 15<sup>th</sup>. There is no advantage to putting them in today versus the last day.
3. **There will be more businesses added as the days go on.** Most businesses did not want to talk until after the first of the year. Once these are added I will send an email notification with the update. Please BE ADVISED to check back often or at least before the end of the sign up on the 15<sup>th</sup> to see what was added.
4. I will send another email listing all locations in which troops are not permitted to contact, including those businesses in which **we did contact, but declined to participate in cookie booths.**
5. **Review the cookie booth guidelines.** These are located in the cookie book on page 24. Please note, per Safety Wise, the correct number of adults at any cookie booth should be two (2).
  - a. **We have had businesses call and cancel booths in the middle of the season** due to troops not following these guidelines.
  - b. Participating in a cookie booth is not only a great learning experience for our Girl Scouts but a privilege. The businesses that allow us to use their facilities do so in support of their local Girl Scouts. Please leave the location cleaner than it was when you arrived.
6. **The zip code locator in SNAP is not working properly.** The developers at ABC are currently working to resolve this issue.
7. When you enter the booth scheduler all booths that are available for Girl Scouts of Western Ohio will show up. If you would like to search for Walmart locations type in Walmart and/or Wal-mart. Different regions typed these in differently.
8. We do have permission to sell cookies on WPAFB again this year. Attached is the letter you must carry when selling on base. Please remember that no one is permitted on base without proper identification and access.
  - a. We have permission to sell door to door from January 8<sup>th</sup> to February 20<sup>th</sup>.
  - b. We have permission to have cookie booths outside the Commissary and Base Exchange on the weekends Feb 19<sup>th</sup> – March 14<sup>th</sup>. To schedule booth sales contact the AAFES and the Commissary for the dates of the booth sales.
  - c. Please read their guidelines very carefully; all cookie booth guidelines apply here as well.

## ABC SNAP

1. It is important that troops follow the SNAP user guidebook line by line. Girls should not be added unless they are selling and orders should be placed only

when ready to place an order... **DO NOT PLACE YOUR RECOGNITION ORDER AT THIS TIME!!!!** The only recognition that should be ordered with the initial cookie order is if the girl and/or troop earned the "initial order recognition" If you have any questions about what that means contact me for clarification!!!!!!

2. When you add an order (when the time comes) and save it to add more later, you must go to **Manage Order** to edit and commit later. Do NOT commit until you are certain the order is complete, you can not go back and edit after it is committed. These complete instructions are in the SNAP user guidebook.

3. **Please note: In Step 2: Edit Troop Information: If the troop information was not filled in completely, the troop manager must complete:**

a. **Including their delivery station;** if you do not pick a specific delivery station at this time you will not be permitted to select a time once your order is placed.

b. **If a troop is taking the CADETTE/SENIOR/AMBASSADOR option You must select this under troop proceeds.**

4. **You can not add part of your order and then select a delivery site and time.** You must commit your entire troop initial order before going to set your delivery scheduled time. The delivery schedule is based on the number of cases you will need. The more cases you pick up the more time you will need. **You can not pick a scheduled delivery pick up time until you have committed your entire troop initial order.**

### General Cookie Sale Information

1. The sale starts Friday January 8<sup>th</sup>.

2. Troop initial orders, initial recognition orders, and delivery time must be entered no later than midnight on Tuesday January 26<sup>th</sup>. I would suggest collecting your girl's order cards a day or two in advance to give yourself plenty of time to enter your troops order.

3. Sign up for the cookie booth lottery by January 15th.