

2010 Project Cookie Jar Procedures



Girl Scouts in the Heart of Pennsylvania is conducting the second annual Project Cookie Jar (Gift of Caring) event. This event provides troops the opportunity to select an organization they want to sponsor to obtain cookies to deliver to that organization.

This valuable program offers customers the opportunity to purchase cookies as a donation toward a specific cause or organization. Project Cookie Jar teaches troops the effectiveness of reaching out and **Discovering** - more about their community; **Connecting** - by meeting and talking with customers girls learn the difference that one person can make in a community; and by **Taking Action**- girls learn by delivering these items of appreciation to these individual(s), group(s), or organization(s) in the local community, they can make a difference in the world.

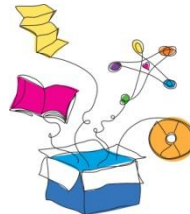
Some examples of groups and organizations that troops can select: Local fire departments, police departments, ambulance crews, armed forces personnel, veterans, the Red Cross, rescue squads, municipal road crews, hospital staff, shelters, children's homes, teachers, Big Brothers/Big Sisters, and retirement homes.

GUIDELINES:

- ✿ Girls and their leader decide on participation in the program.
- ✿ Girls or troop may select individual(s), group(s), or organization(s) in their community to support.
- ✿ Girls or troop make contact for approval and acceptance of a donation.
- ✿ Girls obtain and collect donations.
- ✿ Girls deliver the donations to their selected individual(s), group(s), or organization(s) in their community of their choice.
- ✿ Service Units may choose to combine efforts for all of the troops in their area.
- ✿ Record in eBudde. (see instructions on page 2)
- ✿ Girls/troops/SUCM submit troop Project Cookie Jar activities, pictures and results to communications@gshpa.org.
- ✿ All donations must be used to purchase cookies or cost incurred to transport to Project Cookie Jar individual(s), group(s), or organization(s).
- ✿ Troops are responsible for delivery and any additional cost incurred.
- ✿ All checks should be made payable to GSHPA and deposited with Coupon Booklet-Drop Box mailer.
- ✿ Give a receipt for all cookies delivered to parent/guardians and monies collected.

OPPORTUNITIES TO OBTAIN DONATIONS:

- ✿ Order taking
- ✿ Cookie Booths
- ✿ Walkabouts
- ✿ Caravans



If a customer wishes to purchase packages as a donation to Project Cookie Jar during the order taking period, enter the customer's name (optional) and the quantity in the "GOC" column on the order card. It's appropriate to collect payment for these packages at this time. **Checks should be made payable to GSHPA.** A printable GOC receipt is available on our Web site under the Cookie Program Resource materials.

RECOGNITION

- ✿ Each girl participating in Project Cookie Jar will earn the "2010 Gift of Caring" patch. Leaders may purchase the patch online through the Council Shop at \$.75 each.

RECORDING GOC IN eBudde

The GOC column in the eBudde program is used to record and track all GOC's received.

Under the Girl

- ✿ Please enter, on the next available line, the number of packages of cookies the girl has collected a donation for in the GOC column.
 - ✓ **Do not** enter under a certain variety of cookie.
 - ✓ The dollar amount collected may be more then the number of packages it covers.
- ✿ Tab across and enter the dollar amount collected to track her GOC donations.
- ✿ Verify the total and press enter or the **OK** button.
- ✿ You must click the **Save** button to save your information.

Your Physical Cookie Inventory in eBudde

- ✿ The girl order totals will include the GOC numbers.
- ✿ The GOC column **is not** part of your physical order or inventory.
 - ✓ The Pkgs. in order total does not include the GOC numbers.
- ✿ Fill the GOC orders at the end of the sale by using the cookies you have in surplus. See the note at the very bottom of your screen.
 - ✓ If the surplus line is a positive number for a variety of cookie then you should have that number of packages of that variety available to use to fulfill the GOC.
 - ✓ If it is a negative number- then you need to pick up cookies from a cupboard to fill your troops orders in addition to the number of packages to fill the GOC orders.

Note: The eBudde program does not transfer your troop's total number of GOC to the sales report. Please enter your troop's total GOC packages on the sales report page at the end of the sale and click "Submit GOC".

Troop 6073 Initial Order

Dashboard | Contacts | Settings | Girls | **Init. Order** | Delivery | Girl Orders | Transactions | Incentives | Deposits | Sales Report

Printable Version | Submit Order | Save

*You can edit an order by clicking a row.
Save as often as you like but Submit to your SU only Once!*

+ Girl	GOC	LCC	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Total
Amanda H	5	6	5	6	5	6	5	6	5	49
Becky H	0	0	0	0	0	0	0	0	0	0
Beth H	0	0	0	0	0	0	0	0	0	0
Cynthia W	0	7	6	7	5	4	7	8	10	54
Patty W	0	0	0	0	0	0	0	0	0	0
Sydney C	0	0	0	0	0	0	0	0	0	0
OTHER	NA	0	0	0	0	0	0	0	0	0
BOOTH	NA	0	0	0	0	0	0	0	0	0
Pkgs. in Order	5	13	11	13	10	10	12	14	15	98
Cases in Order		2	1	2	1	1	1	2	2	12
Surplus		11	1	11	2	2	0	10	9	46

You need 5 GOC packages. You have 46 **Surplus** packages and 0 **Other Total** packages. This means you have a surplus of 41 packages in meeting your GOC orders.