

Gearing Up for Cookie Delivery!



girlscouts
of western new york

We are looking forward to seeing all of you at our 2022 GSWNY Cookie Delivery! In order to make the process run smoothly, please review the delivery instructions below.

PRE-DELIVERY REQUIREMENTS:

- All who attend delivery must complete the Covid-19 Cookie Delivery Screening form: <https://form.jotform.com/210246249103142>
- Review GSWNY Covid 19 guidelines: <https://www.gswny.org/en/our-council/covid-19-updates.html>
- Build a team to assist with your cookie pickup. Additional helpers may assist loading/counting.
- Troops picking up should consist of the following:



Driver (remains in vehicle at all times for Mega Locations)
Counter
Loader(s)

Due to Covid-19, Corrigan Moving will not be loading cookies into vehicles.

Due to the limited staff working the Cookie Drops, please bring enough volunteers (3 is recommended) to assist your troop with pick-up. Please reach out to your service unit if your troop needs support for delivery.

DELIVERY PROTOCOL

- Please indicate if you are experiencing any new onset of symptoms that is a change in your baseline health.
- Bring your own pen to sign any paperwork required. (Sharpies or marker. Pens don't work in the cold.)
- We ask that all cars are clear of snow.
- Remove car seats and other items from your vehicle before leaving home. For safety purposes, small children should be left home.
- Your full attention is required during pickup. Please keep cell phones stowed until you exit.
- All GSWNY activities are drug, alcohol and tobacco free.

TRAFFIC

- There is only ONE lane for pickups.
- Keep traffic moving in one direction.
- For safety reasons... NO backing in or backing up.

PICK-UP PROCEDURE

- A troop volunteer will count and verify the amounts are correct before the troop can load the cookies into the vehicle.
- Upon completion, the troop volunteer signs paperwork and checks out with council/Corrigan.



Mega Drop Locations

Buffalo/Niagara Mega: Corrigan Warehouse: 4910 Camp Rd, Hamburg 14075

Rochester Mega: **NEW LOCATION! 150 Jarley Road, Rochester NY 14623**

Avon: East Avon Fire Dept:1615 West Henrietta Rd, Avon, NY 14414.

The specific warehouse building will be marked with signs. Follow the route marked once you pull into the lot. You can [click here to be re-directed to Mapquest](#) to obtain directions from your location.

Check the chart on our website for how many cookies will fit into your vehicle. The less vehicles you bring, the quicker the process as excess vehicles will take up valuable space and slow down the traffic flow. **IF YOU HAVE MORE THAN ONE VEHICLE:** please do not pull into the warehouse line unless all vehicles are present. Excess vehicles will be asked to vacate the line to maintain a smooth traffic flow.

For SU's with Truck Delivery Locations

PRIOR TO YOUR DELIVERY

- Introduce yourself to the delivery agent team and review the process with them.

DELIVERY TEAM:

- Recruit a team of volunteers to assist with traffic control and positioning cars according to their pick-up time.

TRAFFIC:

- Keep traffic moving in one direction. Have cars parallel to the truck when picking up the order.

DOT SHEETS:

Corrigan will bring one copy of the dot sheet and one copy of the Delivery Station Appointment Summary. The dot sheets stays with the agent, the remaining paperwork is for the SUPPM.

- Orders will be on pallets and staged by troop and pickup time. SUPPM and delivery agent will verify the order is accurate.
- The troop volunteer will then count the cases and verify their order.
- Troop volunteer signs dot sheets AND the Delivery Station Appt. Summary confirming their order.
- Corrigan will keep the dot sheets, the additional paperwork remains with the SUPPM.
- After all troops have picked up, the SUPPM will sign the Master Delivery Ticket provided by Corrigan and retain a copy.

NO SHOWS:

If a troop does not show up for their order, it will be taken back to the warehouse. It will be up to the troop to arrange a pickup date and time with Corrigan.

THANK YOU
FOR YOUR
SUPPORT



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