



# It's Cookie Delivery Time!

girlscouts  
of western new york

We are looking forward to seeing all of you at our 2025 GSWNY Cookie Delivery! In order to make the process run smoothly, please review the delivery instructions below.

## Delivery Requirements

- Build a team to assist with your cookie pickup. Additional helpers may assist loading/counting.
- Troops picking up MUST consist of the following:



- **Driver (remains in vehicle at all times for Warehouse Locations)**
- **Counter**
- **Loader(s)**

Corrigan Moving will not be loading cookies into vehicles. Be sure to bring enough volunteers (3 is recommended) to assist your troop with pick-up.

## For SU's with Warehouse Locations Prior to your Delivery

- Verify your delivery location and time in Smart Cookies - Go to Orders>Troop Initial Order and scroll to the bottom to view the Delivery Appointment Details.
- Please place the Windshield Flyer with your troop number and number of vehicles on your dashboard. Follow the vehicle case count diagram below to plan the number of vehicles you'll need for pickup. Remember, each car in the warehouse must have a driver in the vehicle at all times. Have excess vehicles park in the lot until needed.
- Troops must arrive at their scheduled time. Exceptions cannot be made as scheduling is done based on amount of troops and volume of cookies being moved. Orders not picked up will be returned to our delivery agent's warehouse - troops must then make arrangements to pick them up from the agent.
- 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 and pets 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.

## What to Expect at Mega/Warehouse delivery

- Arrive to the warehouse at your scheduled time.
- A GSWNY staff member will give you the troop dot sheet with quantities you are receiving.
  - Driver stays in vehicle.
  - Following the traffic flow, move from variety to variety. Corrigan Moving staff will be there to count out the amounts with you for each variety. Troop is responsible to confirm the number before loading.
  - At completion, you will sign the dot sheet AND the delivery appointment summary. Once you exit the location, you are confirming your total order has been received. MAKE SURE YOUR COUNT IS CORRECT BEFORE LOADING.

## Mega/Warehouse Delivery Locations:

Buffalo/Niagara Mega: Corrigan Warehouse: 40 Stanley Street, Buffalo, NY, 14206  
Rochester Mega: 150 Jarley Road, Rochester 14623  
Avon: East Avon Fire Dept: 1615 West Henrietta Rd, Avon, 14414  
Batavia: Batavia Highway Department: 153 Cedar Street, Batavia, 14020

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.

## For SU's with Truck Delivery Locations

### Prior to your Delivery

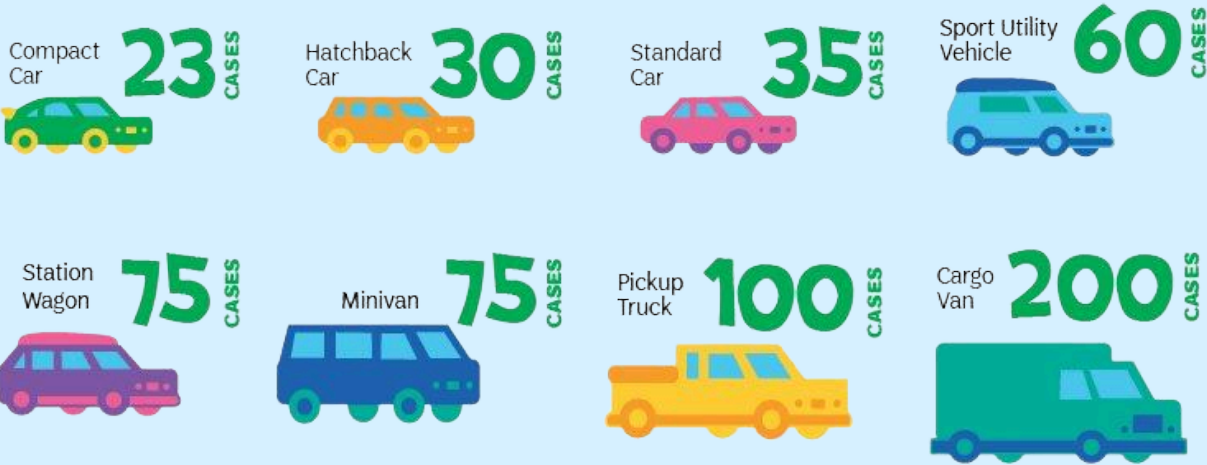
- View the Delivery Station Appointment Summary for your Service Unit and close time gaps as m
- Recruit a team of volunteers to assist with traffic control and positioning cars according to their pick-up time.
- Troops: Recruit a team of volunteers to assist with loading cookies into your vehicle(s).



### What to Expect at Truck delivery:

- SUPPM's - Introduce yourself to the delivery agent team and review the process with them.
- Orders will be staged by troop and pickup time. SUPPM's and Corrigan Moving will verify the order is accurate.
- The troop volunteer will then count the cases and verify their order.
- Troop and counter/loaders are responsible for loading cookies into vehicle.
- Troop volunteer signs the dot sheet AND the Delivery Station Appt. Summary confirming their order.
- After all troops have picked up, the SUPPM will sign the Master Delivery Ticket provided by Corrigan and retain a copy.
  - Corrigan will bring one copy of the dot sheet and one copy of the Delivery Station Appointment Summary. The dot sheets stays with Corrigan Moving, the Delivery Station Appointment Summary stays with the the SUPPM.

## How Many Cookies Fit in My Vehicle?



Any orders not picked up will be returned to Corrigan's warehouse - troops must then make arrangements to pick them up from them.