



6 Steps to a Successful Cookie Dough Delivery

Step 1:

Notify parents and volunteers of the date and scheduled time orders should be picked up.



- Included is a suggested announcement notice that may be sent home with all fundraising participants.
- Also we have included a "Delivery Checklist" to help you best prepare for the delivery.

Step 2:

The shipment will arrive on a special temperature controlled delivery truck.

- Be prepared to direct the driver to a parking area closest to the area where distribution will take place.



Step 3:

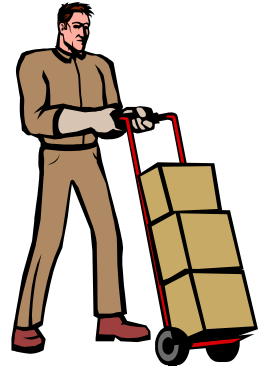
It is best to distribute product in a large area such as the gymnasium or cafeteria.

- If you are going to place the product on tables, be sure to have them set up prior to the delivery.
- Remember to recruit volunteers to help hand out the cookie dough.
- A **U** shaped or an **L** shaped table layout usually flows best.

Step 4:

When product arrives, the driver should provide paperwork for inventory.

- The driver will sort and set up the product in the order you request. (DSD Only)
- Sheets have been included to place on the floor or table to alert the driver where to place each flavor.
- Once the cases have been set up, it will be necessary to inventory the product with the driver.
- **Please do not open or distribute any product until inventory has been completed.**
- You will then be asked to sign and confirm the delivery receipt.



Step 5:

Begin distribution by taking your orders and fulfilling the number of units on each order.

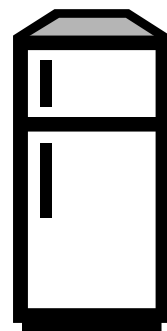


- Once the packing has been completed, it is best to have the participant and volunteer check off on it.

Step 6:

Cookie Dough is shipped frozen. It is recommended that the product does **not** remain out of the freezer for more than 6-8 hours.

- You will need to have a plan in place to keep the product frozen for those participants that do not pick up their product in a timely manner.





Orders will be available for pick up

Date(s): _____

Times(s): _____

Location(s): _____

Please be prepared to pick up orders on the scheduled date and time. If you are unable to pick up on this day, please be sure to make arrangements for someone else to pick up your product.



Orders will be available for pick up

Date(s): _____

Times(s): _____

Location(s): _____

Please be prepared to pick up orders on the scheduled date and time. If you are unable to pick up on this day, please be sure to make arrangements for someone else to pick up your product.