

# TROOP ORDER PICKUP & DISTRIBUTION TIPSHEET

Troop orders will be delivered to the Neighborhood Treats & Reads Manager. Be on the lookout for communications regarding date and time of pick up. Upon arrival, make sure to carefully count your product before signing the receipt and leaving. Remember—your troop's pickup should include all order card items AND all online nuts/candy selected for girl-delivery.

After product pickup, distribute products to parents/adults as quickly as possible to ensure adequate time for Girl Scouts to deliver and collect payment.

1. Prior to picking up your troop's order, determine how you want to get orders to your Girl Scouts. You could also set up a product pickup schedule that allows time between pickups for counting and verifying quantities. Sites like Sign Up Genius, Doodle Polls and Google Forms are helpful, and links can be emailed to your troop's families.
2. Contact your troop's families in advance of your scheduled reward pickup so they can plan for your pickup system.
3. Count and separate the product by Girl Scout in advance.
4. Distribute products to your Girl Scouts/families, along with their original order card, money collection envelope and your troop's instructions for turning in money to you frequently. Ask each Girl Scout's adult to count and verify the product they are picking up, sign the receipt and keep one copy of the receipt. They can leave the other receipt copy with you.

*Tip: Girl Scout product delivery tickets are a quick and easy way to prepare product for pickup.*

## PRINT/SAVE PRODUCT DELIVERY TICKETS

1. Click Delivery Tickets on your M2 dashboard
2. Under Product Delivery Tickets, make your selections by entire troop or individual Girl Scout
3. If you toggle the Include Financials button, the ticket will print with any payments posted and balance due
4. Click Create Ticket
5. Print two copies of each ticket to use as a packing slip and receipt

Delivery Tickets

Select your options and print your delivery tickets below:

Product Delivery Tickets

Print Delivery tickets for products

Girl Scout Tickets

Troop: 897

Girl Scout: All

Include Financials

CREATE TICKET

Girl Scout list: All, Celeste Morgan, Juliette Morgan, Court M2Test Rangel

Remember to always use money/product receipts for each transaction because they provide a record of product picked up and money turned in. If there is an issue, these receipts are used to verify the transactions. Receipts should be kept for six months. For product, you can use the receipts from the receipt book, or the printed delivery tickets. This process is to protect you.

Please contact [answercenter@girlscoutsem.org](mailto:answercenter@girlscoutsem.org) with the subject line "Product Damage" immediately if you receive damaged product and arrange for the replacement of the same product.