



girl scouts

Delivery Procedures – Troop Manager

- Put your Service Unit/Troop identification card on the dashboard AFTER the vehicle arrives at the delivery site. DO NOT BLOCK VISION.
 - Bring enough vehicles to take your troop order in one trip. Troops will not be allowed to get into the line until all vehicles have arrived. Two people should be in each vehicle; one to drive and one to count and verify the order as it is loaded. Troop volunteers should not help load, just count. If the vehicle is a full-size or mini van, the extra passenger, not the driver, will be asked to climb into the vehicle to help adjust the product.
 - Troops that do not show up as scheduled will have to go to the end of the line.
 - If the designated troop person cannot pick up the order at the scheduled time, it is the responsibility of the troop manager to find another adult member of the troop to be there. **If a troop does not pick up their order at the scheduled time, the order must be picked up the delivery agent's location.**
 - Troop order discrepancies must be handled at the regional service center the Monday following delivery, not at the delivery site. Troops are not to return to the delivery site, after their order has been loaded, to reconcile discrepancies.
 - Troop volunteers who are at the delivery site to pick up their orders will not remove product from the delivery trailer.
 - CHILDREN WILL NOT BE ALLOWED AT THE DELIVERY SITE.
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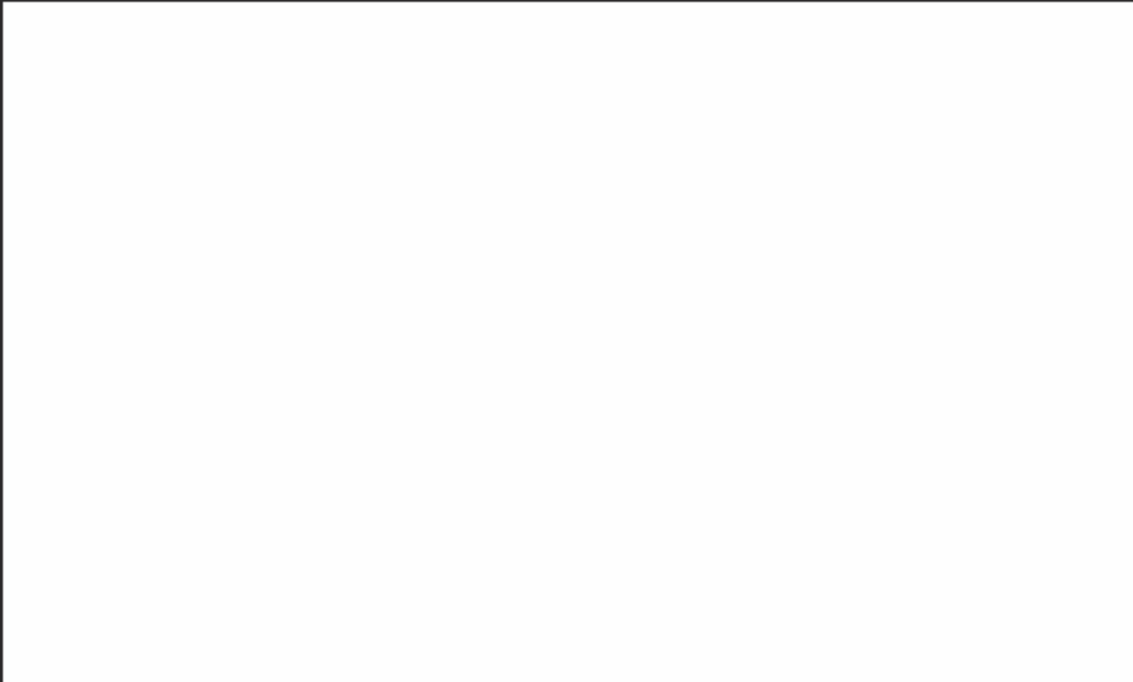


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GIRL SCOUT TROOP IDENTIFICATION CARD



WRITE TROOP NUMBER IN LARGE BOLD NUMBERS • PLACE IN WINDSHIELD • DO NOT BLOCK VISION

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