2019 LOOP SITE DATES: March 28 – April 3 – April 16

IMPORTANT

PLEASE ADD the emails below to your **Email Address Book** to ensure you receive important emails pertaining to your Loop Site Commitment Form(s) and Building information

form_engine@fs24.formsite.com Lmiller@girlscoutsgcnwi.org Srakis@girlscoutsgcnwi.org

LOOP SITE GUIDELINES

A. **NEW: Loop Commitment Forms can ONLY be submitted online**. The form link will be open starting January 2 at 12:00 a.m. thru January 4 ending at 11:59 p.m.; **CLICK** on this link to submit your Loop Volunteer Commitment Form during this timeframe at: **https://fs24.formsite.com/gsgcnwi2/form79/index.html**

B. **The first 15 commitment forms submitted for each loop day will automatically be secured a building.** Troops will not know which building they have until approximately seven (7) days prior to their Loop Site.

C. **Commitment forms submitted after the first 15 will be placed on a waiting list**. Troops will be secured a building only as additional buildings commit to participate. Troops will not know if they have a building until approximately three (3) days before the Loop Site.

D. **ALL troops** will receive an email approximately January 10 confirming if their troop was one of the first 15 forms submitted and guaranteed a building or if their form was received after the first 15 and placed on the waiting list. *(Troops on the waiting list will have the option to stay on or be removed from the list)*

E. **A maximum of two (2) Loop Sites dates per troop**. Each troop MUST submit a separate form. Forms submitted with multiple troop numbers on them will NOT be accepted. The troop would need to re-submit new forms and the submission date and time of the re-submitted forms will be used for building assignments. No Exceptions!

F. **ACH Sweep for troops participating in Loop Site Day is as follows**:
   - *Troops participating in March 28 Loop Site Day WILL HAVE their cookie balance swept on April 4 for their outstanding balance on that date.*
   - *Troops that participate in the April 3 Loop Site Day WILL HAVE their cookie balance swept on April 10 for their outstanding balance on that date.*
   - *Troops that participate in the April 16 Loop Site Day WILL HAVE their cookie balance swept on April 23 for their outstanding balance on that date.*

TROOP TERMS and CONDITIONS FOR LOOP

1. Troops **CANNOT** bring their own cookies with them to their Loop Site.

2. **Once you submit a Loop Site form, you are committed to cover the site for the entire day**. The buildings hosting our troops advertise via newsletters, posters and on elevator TV monitor ads that Girl Scout troops will be at their building. If there is an emergency and your troop cannot attend, you must find another troop to take your place.

3. **Two (2) girls minimum /five (5) girls maximum per loop site/shift are allowed** with a minimum of two (2) adults per Loop Site/shift at all times.

TROOP TERMS and CONDITIONS FOR LOOP cont.

4. **Troops must be at the building by approximately 7-7:30 a.m. and will stay at the building until approximately 5:30 p.m.** Troops with a guaranteed building location will be notified of the building site timeframe when they receive their building location information approximately 5-7 days before Loop.

5. **Only registered Girl Scouts are permitted at Loop Sites.** No unregistered siblings and/or babies.

6. **Girls and adults must be in presentable Girl Scout attire identifiable by wearing a sash/vest and Girl Scout pins at a minimum.** Everyone at the site must be on their best behavior at all times.

7. **If cookies were pre-delivered to your building in advance** you must verify the case count with the dispatcher prior to opening your booth.

8. **Cookies will be delivered throughout the day to your building for you to sell. When the Cookie Mobile is on their way the troop needs to be outside ready to receive, sign for and move the cases of cookies.** Cookie Mobile staff **CANNOT** go inside the building due to parking restrictions in the Loop. *Due to traffic the Cookie Mobile may take time to reach your troop so please be patient.*

9. **At the end of the day, unopened cases will be picked up by the COOKIE MOBILE**. When they are on their way the troop needs to be outside with the unopened cases ready for pickup. Cookie Mobile staff **CANNOT** go inside the building due to parking restrictions in the Loop. *Due to traffic the Cookie Mobile may take time to reach your troop so please be patient.*

10. **Unsold packages in opened cases at the end of the day are the responsibility of the troop**. They must be taken home by the troop that same day.

11. **If a troop vehicle is available**, the troop may drive the unopened cases to our staging area near Roosevelt and Canal. The dispatcher will have the location information. Do not leave cookies at the building site.

12. **Troops are responsible for all cookie cases** accepted by the troop.

13. **A Troop can share a Loop Site with another troop;** however only one (1) troop number can be listed on the Loop Commitment Form. We do not need to know which troop you found to share your site with you. All cookies delivered to your site throughout the day must only use that one troop number as well. It is your responsibility to give the information *(guidelines, building location, dispatcher number, your troop number for cookie delivery paperwork)* to the troop you are sharing your site with.

14. **Packages sold by the troops sharing the site must be transferred in eBudde.** This will automatically allocate the correct amount due to the council and troop proceeds for each participating troop. Troops must also allocate packages to the girls. The appropriate money owed to the council must be deposited into each troop's account.

15. **Loop Site locations CANNOT go unmanned at any time.** No exceptions!

16. **NO eating/drinking is allowed at the Loop Site.** Girls/adults must walk away from the booth to enjoy snacks/breakfast/lunch and/or dinner.

TROOP TERMS and CONDITIONS FOR LOOP cont.

17. **Specific building requests cannot be honored.** Building assignments are made by the date/time that the commitment form was submitted online. The only exceptions will be if: the troop knows the building owner and that building has not been part of Loop Sites in previous years or:
    - the building is looking for a specific age-level
    - the building requires girls in full uniform
    - the building requires girls from a specific school

18. **If you personally know someone who owns/manages a building/business in the Chicago Loop please contact Susan Rakis at srakis@girlscoutsgcnwi.org. If this building has not been part of a previous Loop Site, please contact the building and secure two (2) Loop dates with them; one for your troop and one for an additional troop. If you are not sure if your building was part of Loop previously, please email Susan Rakis. If this building was part of Loop Sites, I'm sorry this does not count as a personal connection and cannot automatically be given to your troop.**

19. **Only Girls and adults who are excited about our cookie program and who are willing to step-up and ask customers to make purchases should attend.** No one should ever be "sitting" around. Participants represent the Girl Scout organization and must display the good conduct stated in the Girl Scout Promise and Law. In the recent past we have lost access to great sites due to the poor behavior of girls and adults! Let's not let this happen ever again!