

How to Choose a Delivery Station

As a Community Cookie Chair, one of your most important responsibilities is to secure a convenient, suitable location for receiving, sorting and distributing your cookies.

This may be your first experience with selecting a cookie station or you may need to find a different one from the one used in the past. This is a list of helpful hints to make your job easier.

Plan Ahead: Get your delivery site selected as soon as possible.

Think Quantity: Look at the amount of cookies your Community ordered last year.

Delivery Station Requirements

- 1) Provide easy access to a truck as large as a tractor trailer and to volunteers picking up cookies
- 2) Facilities with loading docks are ideal
- 3) No stairs
- 4) Be clean and well lit
- 5) Be watertight, insect and rodent free. Ask the person in charge if they have had any problems.
- 6) Have a floor that will support cookies
- 7) Be secure – in case the cookies need to be left overnight
- 8) Choose a parking lot that can accommodate many cars at once especially if you are doing a truck drop.

Suggested Locations: Small industrial or business warehouses, civic/fraternal club buildings, (American Legion Halls, or other club halls), schools, churches, etc.

Other Suggestions:

It is best not to use a private residence. Tractor trailers are often not allowed on residential streets. Their weight can damage driveways and lawns. If you are using a private residence, please let the trucking company know that tractor trailers are not advisable and that a standard truck should be used.

For Inside Delivery:

- 1) When delivery day arrives, be sure to be there to meet the truck. Upon completion of delivery, make sure you have counted all the cases of cookies by variety (it is recommended you get a second person to count also) and that your count matches the delivery ticket. If it does not, indicate the changes before signing.
- 2) Be certain volunteers are not scheduled to arrive until all of your cookies are unloaded and counted. This will avoid confusion and errors of cookies coming and going at the same time.

For Truck Drops:

Be sure to have all your "Bubble Forms" filled out and in order by time of pickup. This will allow the truck drivers to unload your orders in the order of pickup for you. Be sure to count the cookies first, then with the volunteer who is picking them up. Be sure that they sign for the cookies before driving off after they have counted.

Thank the person in charge for the use of their facility.