

HOW TO DETERMINE THE OC COOKIE ORDER

The Overseas Committee Chair (OCC) together with the OC Cookie Program Manager and OCMT will decide how many cookies to order. Some facts that may impact this decision are:

- **Membership:** Will you have more or less girls than last year? How will this impact the sale?
- **Population:** Will people have come in or moved away since last year's sale? Will there be large deployments during the cookie sale period?
- **Prior Year Sales:** How many cookies did you sell per girl member in the previous year? (Subtract what you had left from the number of packages you ordered and divide by the number of girls selling.)
- **Overseas Committee Needs:** What program activities or events have girls planned to do? Will the OC budget financial assistance for members to attend USAGSO events (in person and/or virtual)? Is the OC hosting a large program? What will the cookie money be used for?
- **Extras:** How many boxes will the OC need for public relations, sampling, thank you's and Cookie Program Rally? Consider setting aside an adequate number of cookies from the OC inventory to fill Digital Cookie girl-delivery or donations/Gift of Caring orders. OC Cookie Managers may organize and set up a schedule for drop off/pick up at an established central location to minimize the number of people gathering. Best practices, ideas and ways to help track cookie inventory for Digital Cookie girl-delivery or donations soon to follow.
- **Other:** Review the USAGSO Rewards program that applies to your location as well as the USAGSO Recommended Cookie Order.

One case of cookies contains **12 individual boxes**. Many Overseas Committees figure the number of cases to order by determining how many boxes each girl could potentially sell. Regardless of how the Overseas Committee figures its cookie total, the OC must order full cases of cookies, by full layers and/or full pallets.

Some restrictions apply! The merchandise movement system handles all freight on pallets. USAGSO can only order cookies in layers or pallets. If you are a small OC, you may not be able to sell complete layers or pallets of cookies. Thus, smaller OCs will be part of a depot at a larger OC.

Overseas Committees Depot Information

Overseas Committee Depot	Overseas Committee served by Depot
Ramstein	Kaiserslautern
Rota	Lisbon
Vicenza	Camp Darby
Alconbury	Midlands
Anglia	Hillingdon
Camp Foster	Kinser
Yokota	Tokyo
Wiesbaden	Frankfurt

See next page for more information



OC Cookie Managers who are served by a depot should contact that OC Cookie Program Manager or Overseas Committee Chair **early in the cookie planning** if less than a full layer of a type of cookie is desired. OCs acting as a Depot or OCs who are part of a Depot have the ability to share a layer **when the sharing has been agreed upon by both OCs before the orders are placed.**

If you are close to another OC but not part of a “Depot” set-up, you can still split layers. This arrangement must be coordinated between OCs, with one OC ordering the entire layer and then transferring cases to the other OC.

All cookies must be ordered in full pallets or complete layers. A layer of cookies cannot contain more than one type of cookie (i.e. if a layer is comprised of 18 cases of Trefoils, then you must order 18 cases of Trefoils only). **Full layers are required in order to ensure safe shipment of the cookies.** Listed below are the numbers of cases that make a layer for each type of cookie. Use this when completing your order.

Quantities for ordering **complete layers or pallets** by variety are:

Cookie Type	# cases in layers	# layers on a pallet	# cases on a pallet
LEMON UPS	21	8	168
TREFOILS	16	10	160
DO-SI-DOS	20	10	200
SAMOAS	15	12	180
TAGALONGS	16	10	160
THIN MINTS	20	10	200
S'MORES	15	10	150
TOFFEE-TASTIC	17	12	204
ADVENTUREFULS	16	10	160

Please note: An OC **is not required** to order all nine varieties of cookies.

All orders will be verified for compliance with the full layer/full pallet requirement. If a discrepancy is found, the OCC will be contacted to provide a correction **immediately**. Any OCC who does not respond to the request for a correction by the given deadline will have their order reviewed by the USAGSO Product Program Manager and the assigned Membership Manager and be **increased** to meet the complete layer requirement.

All OCs place their cookie order via the on-line cookie system eBudde. Make sure to complete the eBudde training through gsLearn before the cookie order deadline **October 25, 2024** for communities in Asia, Europe, Saipan, American Samoa, Guantanamo, Bahrain, Kwalajein and Northern Mariana Islands. The US Virgin Islands cookie order deadline is **December 9, 2024**. **If your OC does not have a representative that completes the Cookie Program and eBudde trainings through gsLearn, you will not be allowed to order cookies.** Information and complete instructions on accessing and using eBudde will be emailed directly to the OCC and Cookie Manager in October.

See next page for more information



FINANCIAL AGREEMENT

When the Cookie Order is submitted, the order becomes a binding Financial Agreement between the OC and USAGSO. All OCs will be billed for the number of cookies they have ordered following delivery minus any damage that is reported on the eBudde system – if submitted within 10 days of delivery of the cookies. The OC is financially responsible to provide final payment on **April 18, 2025**. The cookie order invoice will be sent to the OCC, Cookie Manager and Treasurer via email.

