

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 entire 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. If the vehicle is a full-size or minivan, 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 at the delivery agent's location.**
- Troop order discrepancies must be handled at the Gathering Place the Monday following delivery, not at the delivery site. Troops are not to return to the delivery site to reconcile discrepancies, after their order has been loaded.
- Troop volunteers who are at the delivery site to pick up their orders will not remove product from the delivery trailer.
- **CHILDREN ARE NOT ALLOWED TO BE AT THE DELIVERY SITE.**

Girl Scout Troop Identification Card

Write Troop Number in large Bold Numbers – Place on Dashboard – DO NOT BLOCK VISION