Dear Family Caregiver:

The leadership team of Troop _____ are so happy to have your girl in our troop as we near the Girl Scout Cookie Program. Since this time can be very hectic for us as leaders, here are a few expectations to help make this experience enjoyable and successful for the whole troop!

We need to put in a Planned Order to the council in order to pick up cookies. In order to get you the cookies, you need to get your cookie order to _____, the Cookie Chair by (Tuesday noon each week). We keep a very limited amount of cookies on hand to eliminate leftovers at the end of the sale. If you miss this deadline, you may need to wait until the next week to receive cookies. Let's avoid sad customers and hit that deadline!!

Due to our family commitments and time restraints, we have a tight cookie pickup schedule. We are available at the following times:

Day	Time

If you have a situation where you cannot get cookies during our scheduled days and times, please talk to _(cookie chair, co-leader)___. We want your daughter to have cookies! We can't work with you unless we understand your situation.

Are you willing to step up and help us out during the cookie season? See the *Ways Parents Can Help* sheet. It is full of ideas big and small for how you can help the girls have a great experience this season! Don't forget to check out the activities to earn the Family Entrepreneur Pin for your girl either – that way you can work together to help her grow in her knowledge and skills related to the cookie program.

Two final thoughts:
        1) Receipts, receipts, receipts! If we forget to give you a receipt for cookies or money, please remind us. Receipts will be the key to tracking our cookie program.
        2) Please don't ask us for more than 40 packages unless you are willing to pay up front for extras. This is a strict council rule we want to follow.

Thank you for your cooperation with our troop cookie program. If you have additional questions, please let us know!!

_____   (Cookie Chair)

_____ (Co-Leader)