

Keys to a Successful Parke Fundraising Chippery Cookie Dough Delivery

1. Prior to your Parke Fundraising Chippery Cookie Dough delivery.
 - a. Sort the order forms in alphabetical order. (If there are a large number of order forms, it is often worthwhile also separating by class.)
 - b. Develop a list of all orders with seller name and total number of Chippery Cookie Dough tubs.
 - c. Using a Magic marker, write the last name of the individual seller approximately ½ inch high on high top of the order form. This will make it easy for each seller to identify their package during pick up.
 - d. At the bottom of the order sheet ensure that the totals for each flavor are correct.
 - e. Add each of the flavors to get a total number of tubs of Chippery Cookie Dough sold for the individual order form. Using the magic maker, write the total number of tubs so it is visible.
2. When the Chippery Cookie Dough arrives on site, separate the 8 tub cases by flavor. Starting from the left, organize the flavors in the same order as on the order form; Chocolate Chuck, Peanut Butter, Oatmeal Raisin, Chocolate Chip, Sugar, White Chunk Macadamia, Candy Cookie w m&m's Candies, Chocolate Mint Chip and White Chunk Almond. The cases can be stacked four high with no problem.
3. Start filling the alphabetized order forms.
 - a. Using the flavor totals at the bottom of the order form collect the required number of tubs of each flavor.
 - b. Use the existing Chippery Cookie Dough cases as carrying cases.
 - c. Using a Magic marker, write the name on the order form on the side of the box for easy identification.
 - d. It is also suggested that the number and flavor of each tub be written on the box; example "4 CC" for 4 Chocolate Chuck tubs (see order form for abbreviations).
 - e. If the order from has more than 8 tubs (more than 1 case), write box number on each box; example for an order form with 24 tubs, write on the individual box "1 of 3", "2 of 3" and "3 of 3"
 - f. Upon completion of filling order, check to make sure the total number of tubs collected matches the total number on the order form.
 - g. Staple the order form to the box so the name on the order form is easily visible.
4. Place the completed order in a place that is easy for your sellers to find their order. Place the orders alphabetically to make it easy for each seller to find their order.
5. Upon completion of all order forms, check to make sure you have the correct of number of each flavor of Chippery Cookie Dough left over. If not go back and check each order to ensure each is correct.
6. When each seller picks up their order, have them initial your summary page of all orders signifying that they have picked up their order and it is correct.
7. Congratulation on another successful Parke Fundraising Chippery Cookie Dough delivery and enjoy your newly received funds.