

## Starting Inventory Order Help Guide for Returning Troops

By ordering the recommended amount, it means that you should not have to return to a cupboard right away. You will have inventory for the girls to keep selling after GO Day and keep up their momentum. This is a win-win for the troop, girls, parents and customers. Below are a few things to keep in mind when determining and placing your Starting Inventory Order. Please refer to pages 22-23 of your 2016 Cookie Program Troop Guide for complete details.

### Step #1 Confirm your troop goals

Determine how much money is needed to support a vibrant troop for the year. For example, do you have a big trip scheduled this year? If so, you may need to step up your sales effort. Are more or less girls selling than last year? The troop should be self-supporting and should pay for membership fees, activities, uniform pieces and Take Action projects. **Include the girls and parents in this goal setting and decision making process.** Inform parents that the girls can support their Girl Scout experience and they should not have to directly support the troop financially – this builds support for Cookie goals! There is a great goal/budget worksheet available on Cookie Central to guide you.

### Step #2 Determine your cookie count

Once your troop goal is determined, figure out how many cookies must be sold by your troop; then divide that per girl to reach your optimal per girl sales goals. Communicate this to the girls and parents so everyone is on board.

### Step #3 Use the Excel Worksheet

Each troop has access to an Excel worksheet (see figure, right) where they can enter their troop number to access last year's sales. The worksheet will calculate a 2016 Starting Inventory Order recommendation of 75% and 80% based on last year's PER GIRL AVERAGE and the number of girls participating THIS year. This is only a guideline. When placing your order, the varieties reflected on the worksheet can be adjusted according to what you believe is best for your troop--just make sure you end up with the total overall recommended number. NOTE: there is a separate SIO Reward for ordering the 75% and 80% recommendations.

#### Reminders:

- The worksheet is a GUIDELINE to get you started. The actual amount needed should be determined based on booths scheduled, individual girl goals, and the troop's overall commitment level.
- Troops are responsible for selling AND paying for all cookies ordered; no refunds.
- TCCs cannot make girls sell cookies, or require them to sell a certain number of boxes.
- The first ACH Debit amount is based on the actual SIO order, so understand the responsibility and commitment.
- We understand the drive for the SIO Rewards (that's why they are there), but troops should not enter a 75% or 80% SIO if they are unsure of the troop's overall abilities. Go with what you are comfortable with and keep it motivational. This is supposed to be fun and energizing, not over-the-top burdensome.
- However, ordering less than 75% could jeopardize the troop and girls from having the inventory necessary to keep up with demand.
- Have a great 2016 Cookie sale! Let us know what support you need to succeed.

**STEP 1 - Enter your 5-digit troop #: 00046 SU: Burbank**

Here is your sales data from 2015:

	Boxes	Cases	
Grand Total # sold	5,109	425.8	16 # Girls Selling
Less: # GOC sold	(167)	(13.9)	
Net Total # sold	4,942	411.8	2015 PGA 308.9 Contains no GOC

**STEP 2 - How many girls will participate in 2016: 16**

**305** This is 75% of your expected 2016 sales.

Suggested mix of cookies:

Sav Sm	Trefoils	DSD	Samoas	Rah Rah	Tags	TM	Toffee	Total	Cases
24	33	32	68	17	41	85	5	305	
18	25	24	51	13	31	64	4	230	Boxes per girl

**322** This is 80% of your expected 2016 sales.

Suggested mix of cookies:

Sav Sm	Trefoils	DSD	Samoas	Rah Rah	Tags	TM	Toffee	Total	Cases
25	35	34	72	18	43	90	5	322	
19	26	26	54	14	32	68	4	243	Boxes per girl

**STEP 3 - Plan for your first ACH Debit. Will you order 75% or 80% as your SIO? 80%**

**ACH Debit #1 Information:**

Based upon the above exact recommended SIO, the first debit amount (\$2/box) will be: \$ **7,728.00**

Therefore, the troop needs to sell and collect funds for approximately **1546** boxes to meet this goal.

This represents approximately **97** boxes per selling girl.

Please be sure these funds are deposited by February 12, 2016 for withdrawal on February 16.