

Milk and Cookie Breaks

The "**Milk and Cookie Break**" is an alternative way to conduct a Site Sale. This special promotion has been designed to increase opportunities for Site Sale locations as well as enhance Girl Scout visibility in the business community. Employers from small businesses to large corporations are asked to sponsor a "**Milk and Cookie Break**" as a thank you to their employees and to show their support for Girl Scouts. The cookies served to the employees are purchased from and served by Girl Scouts, who will also set up a Site Sale with additional cookies available for purchase. If your troop/group would like to conduct a "**Milk and Cookie Break**," please use the followings guidelines.

Guidelines for conducting a "Milk and Cookie Break"

Contact your Service Unit Site Sale Coordinator to inform her the troop/group has an employer in mind and would like to approach them about hosting a "**Milk and Cookie Break**." This will help prevent multiple solicitations of employers. If the employer is located out of your Service Unit's jurisdiction, the Service Unit Site Sale Coordinator will need to clear your request with the Site Sale Coordinator in the appropriate Service Unit, before your troop/group makes the contact with the potential employer.



Contact the employer where you wish to hold the "**Milk and Cookie Break**." The employer needs to be willing to purchase the cookies and milk (or other beverages) that will be served to the employees, as well as provide space for the accompanying Site Sale.

If your contact is successful, advise your Service Unit Site Sale Coordinator of the exact date, time, and location of the scheduled "**Milk and Cookie Break**." (Try to schedule your break on payday!) Ask the employer how many boxes of each variety will be needed to serve to the employees. This pre-order is what makes the effort worthwhile for the group, since it is a guaranteed order.

Just like any Site Sale, there must be at least 2 girls and 2 adults at a "**Milk and Cookie Break**." There must be adult support available to transport girls and cookies to the location and arrange an early school dismissal for the girls, if necessary. Make sure that the girls wear their pin, uniform, and/or sash or vest to identify them as Girl Scouts. The girls should be able to tell the participants what activities they plan to do with their cookie funds.

On the day of the "**Milk and Cookie Break**," remember to take the following items:

Cookies pre-ordered by the employer.

Cookies for the accompanying Site Sale.

Serving tray's for the cookies and napkins.

Supplies for the Site Sale, i.e. goal sheet, cash box, display materials, tablecloth.

Cookie order forms in case you run out of cookies or to take orders from people unprepared to purchase.

Tell the customers when you will return with the order.

Remember to collect payment for the pre-order, thank the employer for their support, remove all troop/group supplies, and discard all trash before leaving.

