

Mint 2016 Cookie Campaign: Timeline for Ordering, Delivery and Invoicing

The dates below are deadlines that need to be met by National office to ensure timely completion of required tasks and fulfillment of contractual obligations. All provinces must meet these deadlines. To meet these key dates, your Provincial Council may set earlier deadlines.

FEBRUARY	
February 3	PCKAs receive request from the National Cookie Department to provide their provincial 6-month initial order numbers
MARCH	
March 3	Deadline for PCKAs to submit their provincial 6-month initial order numbers
APRIL	
April 8	Wish list orders due to National
MAY	
May 15	PCKAs receive from the National Cookie Department instructions on how to update cookie adviser user information and passwords in the online ordering website
May 23	Online ordering website opens for Ontario Guiders
May 31	Deadline for provinces to update cookie orderers records in iMIS
JUNE	
June 3	PCKAs receive link and Manual to Online Ordering Website
June 10	Deadline for cookie advisers to update delivery points in the online ordering website
June 15	Online ordering website opens for cookie and sales aids orders (9:00 a.m. EST). Last day of ordering for Ontario Guiders.
June 30	Online ordering website closes for cookie and sales aids orders (3:00 p.m. EST). Last day to edit orders.
JULY	
July 3	PCKAs receive from the National spreadsheet draft delivery notification contact list for review
July 3	Deadline for PCKAs to submit signed order summary report for cookie and sales aids orders to the National Cookie Department
July 8	National Cookie Department submits final orders to Dare Foods **Orders cannot be changed after this date**

July 18	Deadline for PCKAs to submit revised delivery notification contact lists to National.
AUGUST	
August 16	Delivery of sales aids orders begin
SEPTEMBER	
September 4	Carriers begin sending email notification to division cookie advisers (with a copy to area and provincial cookie advisers) confirming actual delivery dates and drop-off points for cookie orders
September 12	Delivery of cookie orders begin
OCTOBER	
October 10	Delivery of cookie orders completed
October 15/16 <i>tbc</i>	Cookie Day in Canada – <i>to be confirmed</i>
NOVEMBER	
Nov 7	PCKAs receive from the National Cookie Department the draft Invoice to review for any discrepancies along with separate invoice for any extra delivery fees incurred, if any.
November 11	Deadline for PCKAs to submit reconciled draft invoice and all supporting documentation
November 28	National Cookie Department forwards final cookie invoice electronically to PCKAs,
DECEMBER	
December 2	Deadline for PCKAs to submit to National's Finance Department signed PAD agreement for EFT payment
December 6	National's Finance Department debits the bank accounts of those provinces paying for cookie orders using EFT method