Cookie swap coordination

For 2-8 contributing and receiving households. Print pages 2-3 again as needed.

Event / name: _____

Date / time: _____ Location: _____

RSVP deadline: _____ Contact: _____

Households N (2-8): _____ Portions for each other household K: _____

One portion means: _____

Use one cookie, a fixed cookie count or one labelled bundle as your portion unit.

Agreed tasting reserve T: _____ portions total / bake

Number households consistently. Each receives K portions of every other bake. Use page 2 to calculate B before committing it. Record each bake's total tasting reserve T below.

Agreed = contribution confirmed. Info asked = contact and ingredient details requested.

Household / baker	Bake	Commit B portions	Reserve T portions	Agreed	Info asked
1.				☐	☐
2.				☐	☐
3.				☐	☐
4.				☐	☐
5.				☐	☐
6.				☐	☐
7.				☐	☐
8.				☐	☐

Extra bakes: use another allocation sheet with the same N, K and household numbers.

Calculate each bake

Count households, then use the same defined portion unit for every stock figure.

R = N - 1
other households

S = R x K
swap portions

B = S + T
planned portions

Example: six households

N=6, K=2, T=6 portions: R=5 households, S=10, B=16 portions.

Delivered 18 portions gives 2 extra beyond the planned 16.

Delivered 15 against required 16 = shortage 1; agreement pending.

T is the total tasting reserve for this bake, not a per-recipient amount.

R counts households. K, S, T, B, actual and spare/short are portions.

Bake / owner household	R	K	S	T	Promised B	Actual delivered	Spare / short
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Check a shortage before packing

Actual delivered minus promised B gives spare/short. A negative result is a shortage. Agree a smaller K and recalculate, or arrange more stock. Do not quietly give some households less.

Pending or agreed change (record the new plan before packing):

Pack and reconcile

Separate T first. Label each bake/box with existing ingredient information. Pack other households' K portions, verify cells and agree leftovers.

All quantities below are portions in the unit defined on page 1.

1. Household: _____
2. Household: _____
3. Household: _____
4. Household: _____
5. Household: _____
6. Household: _____
7. Household: _____
8. Household: _____

Keep columns 1-N; cross columns above N. Cross unused bake rows separately on extra sheets.
Struck cells exclude the owner's household. Tick other cells only after packing K portions.

Owner bake row	To 1	To 2	To 3	To 4	To 5	To 6	To 7	To 8
Bake from household 1	☒	☐	☐	☐	☐	☐	☐	☐
Bake from household 2	☐	☒	☐	☐	☐	☐	☐	☐
Bake from household 3	☐	☐	☒	☐	☐	☐	☐	☐
Bake from household 4	☐	☐	☐	☒	☐	☐	☐	☐
Bake from household 5	☐	☐	☐	☐	☒	☐	☐	☐
Bake from household 6	☐	☐	☐	☐	☐	☒	☐	☐
Bake from household 7	☐	☐	☐	☐	☐	☐	☒	☐
Bake from household 8	☐	☐	☐	☐	☐	☐	☐	☒

Reconcile each bake - all figures are portions

1. Swap used: _____ Extra left: _____
Tasting used: _____ + held: _____ (together = agreed T)

2. Swap used: _____ Extra left: _____
Tasting used: _____ + held: _____ (together = agreed T)

3. Swap used: _____ Extra left: _____
Tasting used: _____ + held: _____ (together = agreed T)

4. Swap used: _____ Extra left: _____
Tasting used: _____ + held: _____ (together = agreed T)

5. Swap used: _____ Extra left: _____
Tasting used: _____ + held: _____ (together = agreed T)

6. Swap used: _____ Extra left: _____
Tasting used: _____ + held: _____ (together = agreed T)

7. Swap used: _____ Extra left: _____
Tasting used: _____ + held: _____ (together = agreed T)

8. Swap used: _____ Extra left: _____
Tasting used: _____ + held: _____ (together = agreed T)

Swap used + tasting used + held + extra left must equal actual delivered.