# 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.