



Cookie Booth Checklist

Find full guidelines in the *Cookie Family Guide*, *Troop Cookie Chair Guide*, *LBB eBudde system*, and any other published guidelines.

- Carry a copy of your troop booth sales report from eBudde as confirmation of your reservation.
- Bring a table, chairs, and a Girl Scouts or green tablecloth.
- Place extra product and supplies under the table.
- Make a poster to display the troop's goal and plans for how they will use their proceeds.
- Display a pricing sign and Cookies for the Community sign.
- Always mention the Cookies for the Community donation program, especially to customers who may not want to purchase cookies.
- Create business cards so customers can order more from you later (samples enclosed).
- Have extra cash to make change for customers. (Tip: use a fanny pack or crossbody purse to keep money on you.)
- Recycle grocery bags into cookie shopping bags and save cookie case boxes for multiple-item buyers.
- Bring the telephone numbers of your service unit (SU) boothing chair, SU cookie program chair, SU manager, and product program manager.
- Take ALL trash with you when you leave. Do not put empty cookie cases in the store's trash can.
- Follow all boothing and site-specific guidelines and booth etiquette.
- Follow guidelines noted for each specific location in the LBB eBudde cookie tracking system.
- Be sure to follow any and all CDC, state, local, GSGLA, and GSUSA Covid-19 safety guidelines.

What if another troop is in our spot when we arrive?

Print out a copy of your Booth Sales Report as confirmation of your reservation and bring it with you. The troop with the printed confirmation has the permission to be at the site. Adults should settle disputes courteously and model good behavior for girls.

The health and safety of our membership is our top priority. Any plans of distanced boothing are tentative based on the current state of COVID and CDC, local and state guidelines at the time boothing is available. Our goal, as always, is to safely give girls the fullest Girl Scout Experience possible in all of our programming. While we can't guarantee what the guidelines will be at the time, we can guarantee that we will always follow the most recent health and safety guidelines available and continue to monitor and adapt to changes in these guidelines



More resources at: www.girlscoutsla.org