



Cookie Booth Checklist

Full guidelines found in the 2019 Cookie Family Guide and/or the Troop Cookie Chair Guide.

- 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 Gift of Caring sign.
- Always mention the Gift of Caring 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. A good practice is to use a fanny pack or crossbody purse to keep money on your person. Be careful if you use a cash box—it's a target for thieves.
- Recycle your grocery bags into shopping bags or save the cookie cases so multiple-item buyers can carry their purchases easily.
- Bring important telephone numbers: 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 stores' trash can. Remember we are guests at these stores and they have graciously agreed to support Girl Scouts.

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

To avoid misunderstandings, 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.

More resources at: www.girlscoutsla.org

