



# Cookie Booths

## The Basics

A Cookie Booth is a direct selling opportunity where Girl Scouts set up a table at a business or other approved public location to sell Girl Scout Cookies. Only registered Girl Scouts are allowed to sell Girl Scout Cookies.

## Booth Categories

### Council Sponsored Booths

Some business/venues do not have the capacity to coordinate cookie booths with individual troops. GSHPA will work with these sites to have pre-determined booth slots available for signup in eBudde.

### Troop Sponsored Booths

Troops are encouraged to reach out to businesses/venues that have not been designated as a Council Sponsored Booth and arrange their own booth opportunity. Navigate to the Booth Sites tab in eBudde and select “My Sales” from the drop down menu to submit a Troop Sponsored Booth request. GSHPA will make every effort to approve/deny booth requests in eBudde as soon as possible.

## Recipe for Success

- Select a location with a lot of “foot traffic.” Nights and weekends are generally the best times;
- Make an attractive table display to invite customer interest;
- Prepare a troop goal poster and display it at your booth;
- If your troop will be donating cookies, have a jar/box to collect \$5.00 donations; *(the donation jar/box must be labeled with information about where the cookies are being donated)*
- Make safety a priority at all booths;
- Girls should stay away from street traffic and be dressed appropriately.

## Be Prepared

Talk to your Girl Scouts about what to expect at a Cookie Booth before their first sale. If you have never facilitated a Cookie Booth, consider inviting an older Girl Scout Troop to your meeting to discuss the Cookie Booth experience.



# Cookie Booth Packing List

- 6ft Table & Chairs
- Tablecloth
- Cookies!
- Health history forms
- Booth tally sheet, pens & clipboard
- Cash box or pouch for adult to wear
- Cash for change (do NOT ask business for change)
- eBudde booth confirmation
- Goal Chart
- Jar for donations (accepting donations for any other purpose is not allowed)
- Girl Scout attire or cookie costumes
- Weather ready attire (ponchos, coats, hand warmers, hats, gloves, boots, etc.)
- First aid kit
- Wireless phone or device charger
- Personal Protective Equipment (masks, sanitizer, disinfectant, latex gloves, wipes, etc.)

## Recommended Cookie Booth Inventory

Deciding how many packages to order for booth sales isn't an exact science, but here are average sales per cookie variety\* to give you an idea of how many to order:

Thin Mints® .....	27%
Samoas® .....	21%
Tagalongs® .....	15%
Trefoils® .....	9%
Do-si-dos® .....	9%
Lemon-Ups® .....	9%
Girl Scout S'mores® .....	6%
Toffee-tastic® .....	3%

New cookies, such as this season's Adventurefuls™, typically represent 8%–10% of sales.





# Cookie Booth Checklist

## Before

- Get approval for Cookie Booth in eBudde
- Order cookies for booth in eBudde
- Count cookies and money before the booth begins
- Create signs/decorations to display troop number, goals, donation information, etc.

## During

- Keep track of cookies sold on tally sheet
- Wear your Girl Scout attire and your best Girl Scout smile
- Ensure money is in a safe and secure location
- Abide by the Girl Scout Law when interacting with the public and other Girl Scout members

## After

- Count cookies at the end of booth for final count sold
- Credit girls with packages sold at booth in eBudde on the Girl Orders tab







# Cookie Booth Etiquette

Booth sales are an exciting time to not only sell cookies but to teach the public all about the awesome things you are learning as a Girl Scout. Therefore, we are counting on you to represent Girl Scouts well.

Keep in mind what it means to be a true Girl Scout by reciting the Girl Scout Law and Promise before your booth begins.

Be prepared by discussing some potential challenges/solutions you could face at a Cookie Booth. For example, what should you do if a customer says they do not want to buy cookies from you?

Remember that selling Girl Scout Cookies at a booth is a privilege granted to us by local businesses. If this privilege is abused it could cause all Girl Scouts to lose the opportunity for additional sales. It is your responsibility to teach the public exactly what it looks like to be a great Girl Scout!

## As a Girl Scout I will:

- Be polite and friendly;
- Remember that I represent all Girl Scouts;
- Arrive and leave on time (*if a shift is split between girls/troops, be courteous and exchange places in a quick and quiet manner*);
- Wear my uniform/Girl Scout attire to identify myself as a Girl Scout;
- Keep the area we are selling better than we found it;
- Take all of our belongings/trash with us;
- Adhere to all guidelines put in place by GSHPA and the location we are selling at.

## As a Girl Scout I will not:

- Disrupt/frustrate potential customers or my fellow Girl Scouts;
- Block the entrance/exit to the buildings;
- Make unsafe choices;
- Disrupt patrons or staff of the location we are selling;
- Leave the booth unattended;
- Be on mobile devices unless collecting payment for cookies.

