

# Cookie Booth Checklist

*Full guidelines can be found in the 2021 Troop Cookie Manager Manual*

- Carry a copy of your troop booth sales report from eBudde as confirmation of your booth 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 (if your troop is participating), especially to customers who may not want to purchase cookies.
- Create business cards so customers can order more from you later.
- Have extra cash to make change for customers. A good practice is to use a fanny pack or cross body 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 cookie manager (SUCM), GSU phone number, and GSU after-hours emergency phone number.
- Take ALL trash with you when you leave. Do not put empty cookie cases in the store's trash can. Remember, we are guests at these stores and they have graciously agreed to support Girl Scouts.
- All Covid-19 related protective supplies. This could include masks, hand sanitizer, shield, social distancing signs. Please follow all Utah Health Department and CDC guidelines for social distancing at the time of your booth.

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

To avoid misunderstandings, print out a copy of your booth site confirmation from eBudde and take it with you. The troop with the printed confirmation matching eBudde has the permission to be at the site. **Be kind, respectful and considerate at all times and do not involve the host business.** Settle any disputes away from the girls and then explain to them how you resolved the conflict. You are the face of Girl Scouts! Girls are watching and learning from adults – you need to demonstrate model behavior at all times.