Cookie Booth Checklist

Full guidelines can be found in your Troop Product Manager Manual

☐ Carry a copy of your approved troop booth sales report from eBudde as confirmation of your booth reservation.

☐ Bring a table, chairs, and a Girl Scout-branded 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.

☐ Have Girl Scouts put away cell phones and electronic devices and be engaged with customers.

☐ 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 and flyers with your troop QR code or online link 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. Do not ask the booth location for grocery bags.

☐ Bring important telephone numbers: SUPPR cell number, GSU phone number, and GSU after-hours emergency phone numbers.

☐ 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.

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 Girl Scouts 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.