

Cookie Booths

Feb. 9–March 17

Are You Ready for Cookie Booths!?!

Cookie booths provide Girl Scouts the opportunity to work individually or as a troop to increase their sales, learn the five skills, and continue their cookie program while bringing sweet cookie treats to the public.

Webinar

Cookie Booths &
Cupboard Q&A

[Tue., Feb. 20 at 8 p.m.](#)



Booth Rules & Expectations

Participants in cookie booths, like in all Girl Scout activities, must adhere to all [Safety Activity Checkpoints](#) in addition to the following:

- Cookie booths should have no more than four Girl Scouts and two adults participating at one time.
- Girl Scouts can participate in cookie booths alone with their caregiver, but any Girl Scout without a caregiver present should only be left in the custody of two approved adult volunteers.
- “Tagalongs” or family members who are not Girl Scouts, should not be present at cookie booths.

To prepare, have your troop discuss what it means to model the Girl Scout Law and be a sister to every Girl Scout. **Remember, you’re representing your troop and service unit in public locations within your community!** Take this opportunity to demonstrate how Girl Scouts are people of courage, confidence, and character.

Girl Scouts at cookie booths should:

1. Arrive on time with all their supplies and decorations.
2. Wear Girl Scout uniforms or other clothing that identifies them as Girl Scouts.
3. Participate in setting up/cleaning up, engaging customers, filling orders, and taking payments.
4. Be present at a booth at all times and plan for shorter or overlapping shifts if breaks are needed.
5. Avoid chewing gum or eating while at a booth.
6. Keep booths pet-free and smoke-free.
7. Be courteous of booth hosts, neighboring businesses, and other troops.
8. Take all trash and supplies with them when they leave.

What to Bring

Determine how many packages of cookies you’ll need and plan cupboard pickups accordingly.

Take the dates, times, and location of your booths into consideration. Booths range from 20-200 packages sold. Talk to your SUCBC and other volunteers in your SU when planning what to bring.

	Packages per 2-Hour Booth <i>Based on 2022 Booth Recorder averages</i>
Thin Mints	24
Samoas	18
Tagalogs	16
Do-si-Dos	11
Adventurefuls	10
Trefoils	7
S’mores	6
Lemon-Ups	5
Toffee-tastic	3
Total	100

Booth Supplies

- A Table
- Cashbox
- Pens
- Clipboards
- [Booth Tracking forms](#)
- Decorations
- Tablecloth
- Signs for marketing your cookies
- 5 for 5 and credit card signage
- Trash bags
- Phone charger
- Marker/Pencil

Credit Card Payments in Digital Cookie

All booth participants should process credit card payments at booths under the troop and not individual Girl Scouts, regardless of how many Girl Scouts are participating in a particular booth. Everyone in your troop with a Digital Cookie account will see the troop listed to choose from – if not, the site was likely not set up fully. Troop Cookie Coordinators will find instructions [here](#).

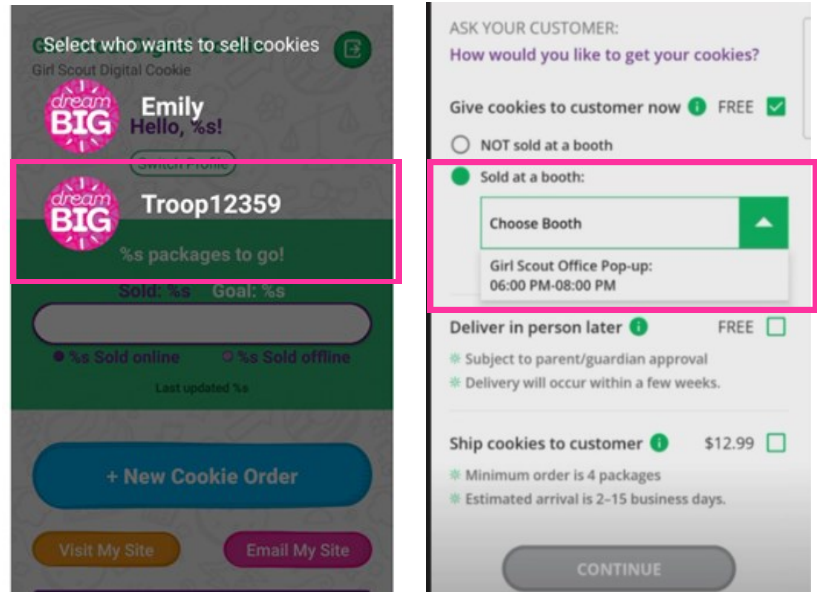
Preparing for Credit Card Payments

- ✓ Troop link is set up.
- ✓ Each Girl Scout's Digital Cookie site is set up.
- ✓ All booth participants have Digital Cookie app installed.
- ✓ Everyone knows to process orders as the troop, not as individual Girl Scouts.



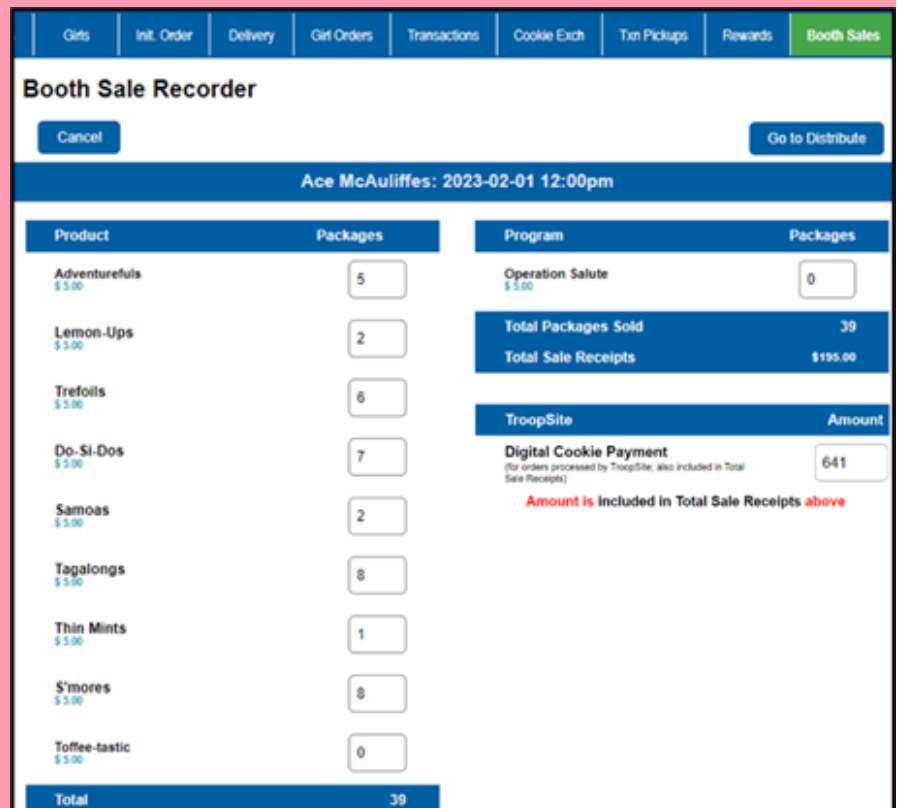
Using the Digital Cookie app:

1. Select “New Cookie Order”
2. Scroll down through the cookie varieties and use “+” and “-” buttons to enter quantity of cookies the customer wants to order.
3. Click “Checkout.”
4. Indicate what type of order it is and select the “continue” button.
5. Complete the required info and click “Review Order.”
6. Confirm the order with the customer then scroll down and input the payment information from the customer by typing in the card number or clicking the “Scan Card” and letting the phone input the numbers from the customer’s card.
7. Click “Place Order.”



Booth Sale Recorder

1. Click the **Booth Sales** tab.
2. Click **Record Sale**.
3. Enter the total packages of each variety sold at the booth.
4. Enter the total number of **Operation Salute** donations made at the booth in the Operation Salute box.
5. Enter the total dollar amount of credit card payments received through Digital Cookie at the booth in the **Digital Cookie Payment** box.
 - This will deduct that amount from the Troop Link and credit it to each Girl Scout who participated in the booth.
 - eBudde will assume the remaining payments were in cash.
6. Click **Go to Distribute**.
7. Check the box next to the name of each Girl Scout who participated in the booth.
 - Click **Distribute** to divide the packages and payments evenly amongst them.
 - Use the drop-down arrows next to each Girl Scout’s name to manually distribute packages, if needed.
8. Click Save.



See [Troop Cookie Guide](#) page 26 for more eBudde instructions.