



Cookie Booth Sale Guide

Booth sales are a great way to increase your troop's success by setting up a troop sale in a public place!



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► Cookie Booth Sales

The first day for any type of booth sale is Friday, February 14.

Booth sales are troop events intended for two to four girls, no fewer than one, and a minimum of two adults. All girls in a troop must have equal opportunities to participate in booth sales. Leaders of troops planning a booth sale need to complete the Beyond the Meeting training on gsLearn.

It is a privilege to be trusted by our retail partners with their storefront space and it is of utmost importance that we take great care to honor all booth sale guidelines. Let's ensure that all of our interactions at booth sale locations are always positive and appreciative – we are so grateful for the support of our retail partners for our Cookie Entrepreneurs!



► Booth Etiquette

- **Be on your very best behavior** - You are the “face” of Girl Scouting for GSEOK. Potential donors and community partners are looking at you as a representative of Girl Scouts.
- **Be polite with all customers.** Say thank you to all customers, whether they purchase or not. It is a good practice to ask customers only as they are leaving the store.
- **If another organization is also soliciting, take the opposite entrance to the business if possible.** If not, allow each group space to operate without interfering with each other.
- **Adults and girls should refrain from extended phone calls and texting** while at the booth.
- **Adults and girls should refrain from eating while selling.** Beverages are okay.
- **Adults are not permitted to smoke or vape** at booths or around the girls.
- **Be sure to clean up after your booth sale.** All empty cookie boxes must be taken with you, as well as trash, signs, etc. Remember, Girl Scouts leave a place better than they found it.



Planning Your Troop Booth Sale

Check out the [GSUSA Cookie Booth Essentials](#). It includes some "What If?" scenarios that can help you feel more prepared.

► Before the Sale

- Leaders of troops planning a booth sale need to complete the Beyond the Meeting training on gsLearn.
- Your troop will need to plan dates and locations that work for most of the girls in the troop. Later in this guide you will learn about the different types of booth sales and how you reserve the locations.
- Booth sales are troop events intended for two to four girls, no fewer than one, and a minimum of two adults. All girls in a troop must have equal opportunities to participate in booth sales.
- Instruct girls on expected behavior.
- Train the girls on what to expect at a booth before their first sale. Work on their greeting and sales pitch to customers.
- Have the girls determine (before the sale) how to divide the credit for cookies sold at the booth sales (divide sales among the whole troop, divide each sale among the girls who worked at that booth, etc.)
- Have a plan for tracking inventory and money.
- Plan for two to four hours at a time with the girls working in one- or two-hour shifts (depending on the age of the girls), and with no more than four girls at the booth at one time.
- Train adults who will be helping at the booth sale about what their role will be – to supervise and ensure the safety of the girls, cookies and money. Remind them that the girls sell the cookies, not adults.
- Instruct girls on what to wear. Most booths are outside so girls should dress for the weather. Girls should be in a Girl Scout uniform or at least a Girl Scout pin, and appear clean and tidy.
- Girls/adults may not have access to bathrooms so please plan accordingly.

Role play different situations. Here are some things a customer might say:

What kinds of cookies do you have?

What is your favorite cookie?

What will your troop do with the money?

What is your troop (or personal) sales goal?

How much do the cookies cost?
This is a great time to practice making change.

Can I pay with a credit card?

I don't eat cookies.
This is a great time to promote Gift of Caring

I am not interested.
It is good to thank everyone, regardless of whether a purchase is made.

► Booth Set Up

- If you are the first troop to arrive at the location that day, please check-in with the store manager or other appropriate person. Follow the policies of each location as directed by the store manager and Council agreement. Selling in front of a business is a privilege; we want to be able to return next year!
- Determine the correct space to set up your booth. Do not block doorways, or walkways with tables/signs/girls.
- Have two unrelated adults verify the count of both money and cookies before selling and sign a receipt for the totals.
- Troops are responsible for providing their own booth setup.



Required items

- Table for display.
- Enough cash for making change. (Do not ask the store for change.)
- Cookie Sale Confirmation page from eBudde™ Booth tab. (Tip-Keep this with the cash.)
- Secure storage plan for cash.
- Be sure to have a copy of form #260F and permission slip for each girl
- First Aid Kit
- Trash bag or box.

Recommended items

- Troop Digital Cookie site and phones with Digital Cookie app to accept credit card payments for the troop.
- Signage with a QR code to link to the troop's Digital Cookie site for payments or additional orders.
- Order card or menu that is laminated or in a page protector.
- Money marker to check for counterfeit bills.
- Tools for tracking sales: notebook, pen, calculator.
- Décor/signage for your booth, with plans to secure it in the wind.
- Plastic/paper bags for customers who purchase more than 3 packages.
- Big box for donated cookies. Separate envelope for money for donated cookies.
- Sunscreen, hand-warmers, extra gloves, hats, jackets, hand sanitizer and/or wipes, etc.
- Extra GS membership pin in case anyone forgets to wear one.
- Chairs for adults if needed.





► During the Booth Sale

- Girls can handle money under adult supervision. If they are old enough, teach them how to count change back to the customer. Do not accept any bill larger than \$20 at a booth sale.
- Troops should not accept checks at a booth sale.
- Be alert! Ensure an adult is watching the girls, money and cookies at all times.
- If you are selling for longer than two hours, have another adult come and take away extra cash.
- Plan an activity to keep the girls engaged during slow times.
- Girls should be practicing appropriate booth etiquette during all booth sales.
- Girl Scouts should be the only children present – no tagalongs.

► After the Sale

- Clean up the space and take all your empty cases and trash with you. Do not use the store trash for empty cases.
- Have two unrelated adults verify the count of both money and cookies before leaving and sign a receipt for the totals.
- Credit for cookies sold at booth sales should be allocated to the girls in eBudde™.



- Watch this video on using the Booth Sales Records in eBudde™

[Watch Here!](#)

Be Prepared!

In the event of a problem...

- Remember to act respectfully and abide by the Girl Scout Law as a representative of Girl Scouts.
- If another troop arrives at the same time and place, compare eBudde™ Booth Confirmations.
- If one troop does not have site confirmation, they must leave.
- If a serious problem arises with another troop, politely get the troop number and contact your SUCC immediately. Under no circumstances should store management be involved in troop conflicts.
- If a problem arises with property/store management or security guards, contact the SUCC immediately.
- If a problem arises with a customer, you may need to alert the store management. Please also notify the SUCC immediately.



Booth Safety

Follow these simple tips to assure the safety of both Girl Scouts and Adults.

► All Sites

- There must be at least one girl and two adults present at each booth sale at all times (at least one adult must be registered and background checked).
- Have a plan to keep cash and cookies secure.
- Girls should never give out their last names, addresses or telephone numbers to customers. The adult troop cookie manager's telephone number or email address can be provided for additional sale inquiries.
- Encourage customers to use contactless payments such as the OCR in Digital Cookie.

► Drive-thru

- Have a traffic flow plan that is clear to the customers. Use signage and/or cones to help with this process.
- You may need extra adults to help direct traffic.
- Have a clear area designated for the girls so that they are not too close to the cars.

- **Daisies and Brownies** should not approach the cars, but can fill orders and handle payments.

- **Juniors and Cadettes** can approach cars accompanied by an adult.

- **Seniors and Ambassadors** can approach cars supervised by an adult.





Types of Booth Sale Sites

Visit the eBudde Help Center to find instructions
for the Booth Sales Tab.



Council Sites

WHO: Girl Scout troops/groups.

WHERE: Council partner sites include – Arvest, Bass Pro, GNC, JoAnn's, Lowe's, Sam's, Walmart, and others listed in Council Sales portion of booth sites in eBudde™. Locations listed on eBudde™ may be reserved ONLY through eBudde™. DO NOT contact those locations to ask about booth sales.

Several of our chains have specific 2025 rules. It is important that any troop planning to work at one of these sites follows the rules of the business. You can find these rules in the eBudde Help Center. Troops must comply with these rules and any further direction from the store management.

WHEN: Troop sign-ups will open on January 10 at 7:00 p.m. Each Friday, troops will be able to sign up for additional sites.

HOW: Council organizes and coordinates booth approvals.

► Learn how [Troops sign up in eBudde™ here!](#)



Troop Sites

WHO: Girl Scout troops/groups.

WHERE: Local retailers or locations NOT listed as a council partner. Possible locations include: schools, hardware stores, banks, places of worship, convenience stores, universities and colleges, retirement centers, grocery stores (not council sites).

HOW: Troops organize and complete two important steps

1. Get form #307 completed including signature of store manager and submit to council by email at boothsales@gseok.org or fax to 866-749-2556.
 2. Add the sale into eBudde™ on the Booth Sites Tab to receive council approval.
 3. If your booth sale has not been approved at least 48 hours before it is scheduled, please contact Christie Boyd immediately at 918-749-2551.
- Add your [troop booth site location](#).

► Family Sites



A girl and her family have a direct connection to a business.

WHO: Individual Girl Scout members with family support.
Minimum one girl/one adult. Two adults preferred.

WHERE: Local retailers or locations NOT listed as a council partner and that the girl has a connection to such as a parent's work.

HOW: Families organize and complete form #308.



1. Submit the completed form at least 1 week in advance by emailing to boothsalesgseok.org or fax to 918-749-2556.

2. Confirmation will be emailed to the address listed on the form.

3. Family must receive approval from Council before proceeding with booth sale.

4. If your booth sale has not been approved at least 48 hours before it is scheduled, please contact Christie Boyd immediately at 918-749-2551.

5. Optional – the TCM may submit in the My Sales section of eBudde™ if there will be at least two adults and two girls at the location. For safety reasons, we should not be sharing the location of these sites when there are not at least two adults present at the booth sale.

6. Reminder, girls sell cookies, not adults. Stores/businesses should not have an ongoing sale to the public on the behalf of any troop or individual girl. They can advertise dates and times that the girl will be there to sell.



Cookie Booth Forms

Troop Booth Sale Approval Guidelines & Permissions

GSEOK 307

Troops can reach out to local businesses to add booth sale opportunities. Refer to the QR code for more information. The bottom section of this form should be left with the business for their reference. The top section should be submitted to council at least 5 days before the booth sale.



Send to boothsales@gseok.org or call to 918-749-2551.

Booth Site _____ City/Street _____

Date _____ Start Time _____ End Time _____

Troop # _____ Troop Leader _____ Phone _____

Troop Leader or booth contact email _____

☐ Check this box to indicate that you have entered this request in eBudde!

Signature of Authorized Business Representative _____

Printed Name _____

Title _____ Date _____

For Council use:

Date Rec'd: _____ eBudde approval: _____

(cut here)

Dear Business Representative:

- Girl Scouts selling cookies will always be supervised by adults
- The troop's approved selling time will be advertised on our online Cookie Locator
- Thank you for your support of Girl Scouting in your area!

We appreciate your approval for a booth sale at your location

Booth Site _____

Date _____ Start Time _____ End Time _____

Troop # _____ Troop Leader _____ Phone _____

Family-led Booth Sale Approval

girl scouts
of eastern oklahoma

GSEOK 308

This form is to be used when a Girl Scout and her family have a direct connection to a business. All booth sales must be council approved. Scan QR for details. The bottom section of this form should be left with the business for their reference. The top section should be submitted to council at least 5 days before the booth sale.



Send to boothsales@gseok.org or call 918-749-2551.

Booth Site _____ City/Street _____

Date _____ Start Time _____ End Time _____

Troop # _____ Troop Leader _____ Phone _____

Troop Leader or booth contact email _____

Careviver Name _____ Girl Scout Name _____

Signature of Authorized Business Representative _____

Printed Name _____

Title _____ Date _____

For Council use

Date Rec'd _____ eBudde approval _____

(cut here)

We appreciate your approval for a booth sale at your location

Booth Site _____

Date _____ Start Time _____ End Time _____

Troop # _____ Troop Leader _____ Phone _____

Caregiver Name _____ Girl Scout Name _____

Thank you for your support of Girl Scouting in your area!

Booth Inventory Sheet

Booth Location: _____

Date: _____

Troop #: _____



	Adventurefuls™	Lemon-ups™	Trefoils	Do-si-dos	Samoas	Tagalongs	Thin Mints	GSS'mores	Toffee-tastic	Totals
Starting Inventory										
Packages Sold (tally marks)										
Ending Inventory										
Total Pkgs Sold										
Price Per Box	\$6	\$6	\$6	\$6	\$6	\$6	\$6	\$6	\$6	
Total \$ for Boxes Sold										

Girl Scout On Duty	Start Time	End Time

Adult Supervisors

Donations/\$6 = # _____ GOC Pkgs

Starting Cash	+	
Total Money for Boxes Sold	+	
Donations	+	
Electronic Charges	-	
Ending Cash	=	

Starting Inventory & Starting Cash

Adult 1: _____

Adult 2: _____

Ending Inventory & Ending Cash

Adult 1: _____

Adult 2: _____