

## 2010 Cookie Booth Procedures February 26- March 22, 2010



### What are Girl Scout Cookie Booths?

Girl Scout Cookie Booths are direct sales opportunities which generally are located at retail stores, businesses, organization sponsored events, farmers markets, sporting events, or parking lots where Girl Scout troops have permission to set up a table/booth to sell Girl Scout cookies to the public. Booth sales are a joint responsibility; parents and girls should be included in planning, decision making and participation.

Cookie Booths help girls **Discover** - by setting goals and seeking locations that would be beneficial to meet their goal; **Connect** - by establishing communications to business managers obtaining permission to hold a booth sale; and **Take Action** - by building confidence in themselves and their abilities as they meet people, communicate effectively, and inspire others, discuss troop goals, Project Cookie Jar and make a difference in the world.

Cookie Booths also help girls expand their cookie sale goals and encourage them to go beyond friends and family for making sales.

### GUIDELINES TO OBTAIN A BOOTH:

1. Obtain rules, regulations, and equipment supplied by the booth location organization.
2. To submit a request for Certificates of Insurance go to [www.gshpa.org](http://www.gshpa.org) click on Forms.
3. Cookie Booth times should be scheduled anytime between 8 a.m. and 10 p.m.
4. Notify Service Unit Manager of Cookie Booth dates and locations.
5. Troops/SUCM/SUCBM must complete the booth registration process in eBudde for approval to hold a Cookie Booth. **All Cookie Booths must be approved by Council. Please allow at least 48 hours for Council approval process to be completed for each booth request. (See eBudde procedures on page 3 )**
6. Troops will comply with local municipal ordinances.
7. No booth sales are permitted in counties served by other Councils. Please contact the Sale & Marketing Manager at [cookiesale@gshpa.org](mailto:cookiesale@gshpa.org) if you should have any questions.
8. Troops are not limited to their Service Unit areas.
9. Troops must check eBudde to see if their booth and location is approved.
10. For a nominal fee some businesses offer the use of their facility. Service Units may want to coordinate and manage booths on particular days and divide the fee amongst the troops.

### GUIDELINES FOR DAY OF BOOTH SALE:

1. According to the Safety Wise pg. 69 and update effective October 1, 2008, there must be two registered non-related adult volunteers and at least two girls at each booth location.
2. Girls must be in uniform to identify them as Girl Scouts.
3. Only troop leader or adult Troop Cookie manager's phone numbers may be provided to customers.
4. Be courteous at all times and practice the Girl Scout Promise and Law!
5. Be sure to thank the store manager or business manager for allowing your troops to hold a booth.
6. Be sure to say "Thank you" to your customers and non-customers.
7. Tipping is not accepted.

**COOKIE BOOTH SUPPLIES-** cookies, tables & chairs, troop displays of activities an events, cookie costumes, and the “Project Cookie Jar” donation box are all great supplies to have at your booth! Several items you may need at your booth:

- ✿ Goal chart
- ✿ Ribbon- for Bundles
- ✿ Decorations
- ✿ Coats



- ✿ Canopy
- ✿ Bags for multiple purchases



## BOOTH SALE TIPS

Booth sales are a great way to increase your troop’s success.

1. Make up some bundle packs with your cookies by tying with ribbons for occasions -- ie. Birthday, Thank you, Congratulations, Good Luck, etc.
2. Troops may use their initial order of cookies for their **first** Cookie Booth and replenish these cookies from a Cookie Cupboard to refill the girls’ orders **or** they may order extra cases of cookies as part of their initial order for their Cookie Booths.
3. Try a drive-thru booth sale on a vacant lot with approval from owner.
4. If a certain variety of cookie is not selling well, open a package (troop must purchase), break them into bite-size pieces and let customers sample them.
5. Make attractive table displays.
6. Display a troop goal poster and pictures of activities in which the troop has participated. (The poster is included in your troop activity booklet and can also be found on the GSHPA Web site.)
7. Donation box for “Project Cookie Jar” may be displayed during booth sales. Encourage donations.
8. Wear Cookie Customs! The request form is found on our Web site under Forms..
9. Advertise your booth-use signs!
10. Decorate booth with balloons.

## RECOGNITIONS

Girls participating in a booth sale earn the GS Cookie Booth Sales 2010 patch which is available online for leaders to purchase at \$.75/each.

## Booth Sales- eBudde

The Booth Sales tab is for troops to request approval for their booth sales by GSHPA.



Dashboard Contacts Settings Girls Init. Order Delivery Girl Orders Booth Sales Transactions Incentives Deposits Sales Report

Click the Booth Sales tab to use the Booth Sale system.

Council sponsored booth sales are sites that are scheduled by council and open to all troops to hold a booth sale. There may be rules to how many and when these sites can be selected. GSHPA is not sponsoring any Booth Sales this year.

## Troop Booth Signup Request

Council does allow troops to request personal booth sites through eBudde. eBudde has a process for approving/denying requests and you can see the status of your request once submitted.

## Entering your Booth Request

- Click the radial button to the left of “My Sales”  
Click on the text of “Add a Location”. A window on the right will be displayed.
- Enter all requested information- be sure the address is the correct business address.
- Click **Add** once all the information is entered.

The system will display a confirmation window. Your request is in a **Pending** status until reviewed. It will be approved or denied by an authorized council designated person. Please allow at least 48 **hours** for the council approval process to be completed for each submitted request.

**Troop 00001 Booth Sales**

Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | **Booth Sales** | Transactions | Incentives | Deposits | Sales Report

Below are the currently defined Booth Sales  
To view or signup for Council Troop sales click the Council Sales control to the right.

Council Sales  My Sales

Troop 00001 Sales    Green=Approved    Orange=Denied  
My Booth Sales (click me)    [add a Location](#)

Business Name:

Location and Contact Info. [Map](#)

Addr:     Addr2:

City:     ST:     Zip:

Contact:     Phone:

eMail:

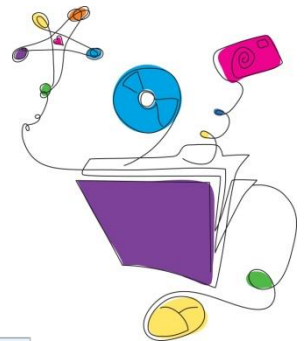
Format: 10/25/2008 for dates    9:00am for times.

Sale Date:     Start:     End:     Approval:

Color-coding helps identify the status of the request

- Blue** location indicates that the request is pending
- Green** location indicates that the request has been approved
- Orange** location indicates that the request has been denied



You can also look over to the right and view the status in the box labeled **Approval**.

**Troop 00013 Sales**    Green=Approved    Orange=Denied

[-] My Booth Sales    [add a Location](#)

**Finance Center Federal Credit Union...**    -Sat Mar 7, 09

Business Name:

Location and Contact Info. [Map](#)

Addr:     Addr2:

City:     ST:     Zip:

Contact:     Phone:

eMail:

Format: 10/25/2008 for dates    9:00am for times.

Sale Date:     Start:     End:     Approval:

**Please note:** If two or more troops are working together for a booth sale they should not list the same times. Each troop should have time frames that do not overlap each other so as not to cause confusion for the authorized Council designated person approving booth sales.