

# Booth Sale Process

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## Before the sale:

- 🍪 Plan on picking up your cookies close to sale date as possible.
- 🍪 Fill out a [Trip Application](#) arranging adult coverage in accordance with Safety Activity Checkpoints and Volunteer Essentials. Collect [Permission Forms](#) from every girl (even if their parent/guardian is in attendance) and make sure the permission forms are available at all times.
- 🍪 Print out [Cookie Booth Etiquette](#) for each girl and have the girls and their parent's sign the [Cookie Booth Behavior Contract](#).



## On the day of the sale:

- 🍪 Arrive in time to set up display and familiarize yourself with location.
- 🍪 Girls and adults should wear the Girl Scout pin, a uniform, partial uniform, or some article of clothing identifying them as Girl Scouts.
- 🍪 Bring a box with lid to store money and \$50 in singles.
- 🍪 Girls should arrive in shifts - No more than 4 girls at a time!
- 🍪 Remember you are guests at the booth sale location. It is important that your girls be courteous to all prospective customers. You are representing Girl Scouts of Nassau County and of course, we want to be welcomed back in the future.
- 🍪 If you are at an LIRR station - stay off the platforms!
- 🍪 At the end of the booth sale, remove all empty cartons, debris, etc. Thank the manager of your booth sale location.

## After the sale:

- 🍪 Deposit all money collected in the Council Cookie Account using the encoded deposit slip provided by your Association Cookie Chair. Include your Troop # and Association on the deposit slip.
- 🍪 Use the leftover boxes of cookies to fill additional orders, for future booth sales or walkabouts.
- 🍪 Order booth sale patches on [e-Budde](#) for girls participating.
- 🍪 Divide the total number of boxes sold among the girls who attended the sale. Enter information in [e-Budde](#).