











# Build A Better Booth

EVERYTHING YOU NEED TO KNOW ABOUT BOOTH SALES! - FOR LEADERS


## ***Before the sale:***





-  Plan on picking up your cookies as close to the sale date as possible.
-  Fill out a trip application at [www.gsnc.org](http://www.gsnc.org), arranging adult coverage in accordance with Safety-Wise, 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 Behavior Contract”

## ***On the day of the sale:***

-  Arrive in time to set up your display and familiarize yourself with the 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 at least \$50 in singles and change.
-  Have the girls arrive in shifts so that no more than 4 girls are present at any 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, remember to 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:***

-  On the first working day after the sale, return any unopened cases of cookies original seal intact to the Service Center.  

OPENED CASES OF COOKIES CANNOT BE RETURNED.
-  Deposit all money collected in the Council Cookie Account using the 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 or for future booth sales.
-  Order booth sale patches in eBudde for girl participating.
-  Divide the total number of boxes sold among the girls who attended the sale. Enter information in eBudde.