

# Booth Prep Sheet

Use this sheet to help you prepare for your booth! Make sure you have the essentials in the checklist, enough cookies (using the chart for a reference), and be sure to review the etiquette portion with anyone supporting the booth!

Recommended Cases			
	1 hour	2 hours	3+ hours
Adventurefuls	4	8	12
Lemon Ups	1	2	4
Trefoils	1	4	6
Do-Si-Dos	1	5	7
Samoas	2	8	14
Tagalongs	2	6	12
Thin Mints	2	8	15
S'mores	1	2	4
Toffee-tastic	1	1	2
<b>Total</b>	<b>15</b>	<b>44</b>	<b>76</b>

## Booth Checklist

Cookie inventory
Table and chairs
Cash box or hip bag/fanny pack
Signs, posters, and/or banners
At least one girl who is identifiable as a girl scout
At least two adults who are identifiable as girl scouts
Pens/pencils, receipt booklet(s), and counterfeit tester pen(s).
Operation Taste of Home information, drop boxes, and receipts.
A cellular device, with the Digital Cookie app for taking credit card payments
Change "bank". GSCB recommends fifty \$1.00 bills, six \$5.00 bills, and two \$10.00 bills. This may need to be adapted depending on the booth length and location traffic.
Emergency cards or health forms for participating girls, for use in the event of an emergency.

## Etiquette

1. Demonstrate concern for public health by obeying COVID guidelines
2. Maintain a minimum of at least 1 girl and 2 unrelated adults
  - a. Due to COVID-19 restrictions, cookie booths must not exceed 2 girls and 2 unrelated adults at any time. One of the two adults must be a GSCB registered, and background checked volunteer for safety and insurance purposes.
3. Girls should always be present at cookie booths.
4. No siblings or tag-a-longs,
5. No eating, drinking, or cups on the table
6. No smoking
7. No chewing gum
8. Be identifiable as Girl Scouts. Wear a uniform, Girl Scout apparel, or membership pins.
9. Follow all requests from the location your booth is at. Rules for the location should be available in the "booth notes" section, and on the booth schedule for your troop.

