

Girl Scout Cookie Program Cookie Booth Prep Sheet

Use this sheet to help you prepare for your upcoming Cookie Booth! Ensure you have the essentials outlined on the checklist, enough cookies (using the chart for reference), and you have reviewed the etiquette expectation with all booth participants.

Booth Essentials Checklist	
	Cookie Inventory (and Cookie Booth Inventory Sheet)
	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 unrelated adults who are identifiable as Girl Scout volunteers
	Pens/pencils, receipt booklet(s), and counterfeit tester pen(s)
	Operation Taste of Home information, drop box(es) and receipts
	A cellular device with the Digital Cookie app for taking credit card payments in-hand through the troop link.
	Change “bank”. GSCB recommends fifty \$1.00 bills, six \$5.00 bills, and two \$10.00 bills. You may need to adapt depending on the booth length and location traffic.
	Emergency cards or health forms for all participating girls, for use in the event of an emergency.

Recommended Cases			
	1 hour	2 hours	3+ hours
Adventurefuls	1	2	3
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
Exploremores	1	2	4
Toffee-Tastic	1	1	2
Total	15	44	76

Cookie Booth Etiquette

- Maintain a minimum of at least 1 girl and 2 unrelated adults
- No siblings or tag-a-longs
- No eating, drinking, or cups on the table
- No smoking
- No chewing gum
- Be identifiable as Girl Scouts. Wear a uniform, Girl Scout apparel, or membership pins.
- Follow all requests from the booth location. Any pre-determined rules for the location should be available in the “booth notes” section, and on the booth schedule for your troop.