

GSNI Cookie Booth Etiquette

Tips for making Troop Booth reservations

- Call retail locations after January 1. When troops call prior to January, retailers are busy with holiday shopping and don't always have their new year calendars set up. GSNI has found this is frequently when scheduling errors are accidentally made.
- When you make a reservation at a retail location, even if they do not ask for it, provide your troop number, name, and contact information. Be sure you get the name of the person who you made the reservation with and the name of the person that "approves" the booth if it's someone different.
- Call to confirm your reservation at least 5-10 days prior to your scheduled date.
- While there is no limit to how many days/times can be reserved for Troop Booths, be considerate and fair to other troops and don't dominate one location. GSNI will not approve multiple dates at popular locations.
- When entering your troop's Troop Booth request(s) into eBudde, complete address information is required. To avoid confusion of location, the request will not be approved by GSNI without this complete information.
- Troop Booth requests may be entered into eBudde starting Tuesday, January 2, 2024. Requests are approved on a first come, first served basis. Therefore, if two troops request the same time and location, approval will go to the troop that entered their request first with all the required information.

Represent Girl Scouts appropriately and respect your fellow Girl Scouts

- Mistakes do happen. If you arrive to a booth site and there is another troop there, act appropriately!
 - Have a professional, adult conversation with an adult representative from the other troop.
 - Take the conversation away from the Girl Scouts and away from the retail location door and retail/prospective cookie customers.
 - Constructively identify if there is confusion of date, time, or location on the part of one of the troops or if there is actually a double booking.
 - In the case of a double booking, work together towards a fair solution such as sharing the site (especially if there are multiple entrance doors at the location), split the time that has been double booked, etc.
- Remind Girl Scouts of appropriate behavior.
 - Girl scouts should remain behind the table at all times. Never run after someone for a sale.
 - Always say please and thank you – even to those who decide not to make a purchase.
 - Do not go in and out of the retail location. Dress for the weather, warm up in a car if necessary. Use the restroom at home before arriving at the booth.
 - Girl Scouts should be knowledgeable about the cookies, cost of cookies, what the troop is going to do with their proceeds, what they like most about Girl Scouts, etc.
 - Girl Scouts should be wearing vest/sash or Girl Scout apparel.
 - Girl Scouts should always be ready to greet potential customers. Phones and other electronic devices should be put away.
- Leave site clean. Take all your garbage, including all your empty case boxes. Even if there is a garbage can at the site, case boxes take up a lot of room and should be brought home to be recycled.
- Be on time when arriving and departing. Respect the time of other troop booths scheduled before or after your time.
- Respect the rules of the retail location, including not blocking the entrance and setting up in the designated location. Check-in at site when you arrive and ask for any additional specific directions.
- Bring plenty of starting bank to make change. Don't ask the retail location for additional change.
- Bring your own table(s), chair(s), and sign(s), etc.



Build a Better Booth

and Boost Cookie Sales

CAUTION: Cookies ahead! Girl leaders under construction.

Safety Cone Signs

Supplies: Orange poster board, cone templates, scissors, markers, tape, cookie clip art

These clever, eye catching signs can be *Built by Girls* from a half sheet of orange poster board for a delightful rally station craft. With plenty of space for messaging, these simple, savvy and bright 3-D signs will turn heads and bring in the cookie booth crowds.

* Price shown is for example only. Consult your council for your region's actual prices and cookie selection.



These handcrafted cookie costumes are attention grabbing sale builders.

Super Simple DIY Cookie Costumes

Supplies: Cardboard, poster board, foam board or felt, colored paper, glue, ribbon, cookie character clip art, stapler

Build a costume and build your sales. Customers just can't resist the excitement surrounding a cookie seller in a handcrafted cookie costume. Add your own special touches and accessories for a unique creation of your own. What a great way to promote the new cookie!



Stop traffic and route them towards your cookie booth!

Traffic Light Booth Posters

Supplies: Poster or foam board, paper plates, clip art, scissors, markers, glue dots

These high-impact, head turning signs will stop customers and send them your way. Easy to craft from a half-sheet of black or yellow poster board, paper plates and clip art, they're as fun to make as they are to display.

TIP: Traffic Light Poster pairs well with the safety cone sign.

