girl scouts of northern illinois

Cookie Booth Inventory Sheet

Booth Location_____ Date & Time_____ Troop #_____

Girl Scouts Attending

Name	Parent phone number	Start time	Ending Time

Adults Attending

At least two adults must be present if multiple Girl Scouts and one must be a registered volunteer. Avoid having too many adults.

Name	Position (volunteer, parent, etc.)	Start time	Ending time

Cookie Inventory

Cookies	Package Price	Starting Inventory	Packages Sold (tally during booth)	Donation Packages Sold	Ending Inventory	Total Packages Sold
Adventurefuls	$6.00					
Lemon-Ups	$6.00					
Trefoils	$6.00					
Do-Si-Dos	$6.00					
Samoas	$6.00					
Tagalongs	$6.00					
Thin Mints	$6.00					
Exploremores	$6.00					
Toffee-tastics	$6.00					

Money Management

Ending Cash	
Starting Cash	-
Total Cash Collected	=
Total $ Credit Card sales	+
Total $ Checks	+
Total Money Collected	=
Expected Total Amount (packages sold x $6.00)	-
Over/Short Amount Collected for total packages sold.	=

Supply Checklist:

- Cookies
- Table & chairs
- Tablecloth, display, signs
- Money pouch or cash box
- $ change, especially $1 and $5 bills
- Bags for customers
- Inventory worksheet & pens/pencils
- Technology needs for processing credit card payments (cell phone, card reader, etc.)
- Weather needs

Record any notes such as weather, changes/ideas for next booth or next year, issues experienced, etc. on back of sheet.