



COOKIE PROGRAM

What Can A Cookie Booth Do?

Participating in cookie booth sales provides girls with many enriching experiences in a safe and fun environment! Through cookie booth activities, girls have additional opportunities to develop the 5 Skills for Girls, such as people skills, as they work with customers, or money management as they collect payment and make change. Cookie booth sales also help girls reach their goals. As girls and troops make plans for the monumental 100th year of Girl Scouting, participating in cookie booths is key to achieving goals, and helps pay for exciting activities.

As girls and parents plan to host a cookie booth, remind them that cookie booth participation is a privilege provided to them by merchants and business owners throughout our council. While participating in cookie booths, girls represent Girl Scouts of Greater Chicago and Northwest Indiana, and must put their best foot forward. The following ideas, rules and general etiquette should be followed as cookie booths are conducted:

- Call the store manager/owner one or two days prior to let them know to expect your troop. If you have to cancel for any reason, find a replacement troop to take your place. Many stores notify their customers ahead of time that Girl Scout Cookies are coming! Additionally, once you sign up for a cookie booth, that booth site is uploaded onto the Cookie Booth Locator App for anyone in search of cookies. Customers find out where neighborhood cookie booths are located, and go expecting to purchase cookies.
- When possible, if the weather permits, girls should proudly wear their uniform.
- Ensure that booths have two adults, and no more than four girls, at a time.
- Stay away from any high traffic areas, such as parking lots and streets.
- Remain close to the booth at all times.
- Bling your booth! Decorate your booth with fun posters, your goal chart and boxes of cookies.
- Consider wearing a cookie costume. Contact your nearest Gathering Place to check on the availability of cookie costumes.
- Clean your site when you are finished. Take away all garbage, including empty cookie cases. Remember, Girl Scouts always leave a site as clean as, or cleaner, than they found it!
- Always let the store manager/owner know when you are leaving, and thank them for allowing your troop to host a booth at their site. Consider donating a box of troop cookies. Prepare a thank you card beforehand to give to the store owner.

Booth Sale Sign Up Instructions

- Log in to eBudde with your e-mail address and password.
- Click on the "Booth Sales" tab.
- Click on "Council Sales" button – this will allow you to view all booth sites locations and times that have been secured by the council. Sites in blue are filled, and sites in green have available slots for troop sign up.
- Click on the plus sign next to the city in which you are interested in hosting a booth sale.
- Choose a store and location by clicking on the plus sign next to it.
- Choose the date and time range you are interested in by clicking directly on the text.
- On the small screen on the right, select an open time period by clicking on the open space to the right of that time slot.
- Click the submit button to reserve that time slot, and click "OK" on the message box that opens to continue.
- Click on the "Current Signups" button to check your troop's booth sale locations.

My Sales Sign Up Instructions

To set up a booth sale at a site that is not listed on the Council Sales site, follow these instructions:

- Follow the first 4 bullets above.
- Look for the site/store at which you would like to host a booth. If it is not listed, then do the following:
 1. Access the Cookie Booth Locator, either through www.girlscoutsgcnwi.org, or through the Cookie Locator mobile app on your phone, and search for the site on the dates you have in mind.
 2. If the site is not listed, then contact the store/site manager or owner and secure the site.
 3. Once the site is secured, log in to eBudde, click on the "Booth Sales" tab, then the "My Sales" button.
 4. Click on "Add a Location," and enter all necessary information.
 5. After all information is added, Click "Add."
 6. A confirmation window will appear letting you know that your site is pending approval from your service unit cookie manager.
 7. Check your site often to get a status regarding approval. Sites in blue indicate that the sites are still pending approval, sites in green indicate that the sites have been approved and sites in orange indicate that the site is denied. The reason for approval or denial is given in a text box at the bottom.