

## Cookie Sale 2012 Quick Tips: Booth Sales

- Booth sales begin on December 9. **All sale activity must be completed by May 31.** Check with your SU Booth Sale Coordinator before contacting booth sale locations – she may have information that you need!
- There are two ways to procure cookies for your booth sale, by ordering with the town delivery order or by picking up at a cookie cupboard. To get booth sale cookies for your **Town Delivery**, simply add an extra girl to your troop called **"troop booth sale"** and order cookies under that name. Once they are sold, assign these cookies to the girls in your troop so they can receive credit. **There are no returns on Town Delivery cookies.**
- If you would like to get cookies for a booth sale from the **cupboard**, you will need to make a reservation in QuickBase. Any cookies that you don't sell may be returned to the cupboard within 10 days, so there is no risk to the troop. Cookies taken from the cupboard maybe limited to 20 cases when there are inventory restraints. Make arrangements in advance with the cupboard for larger orders.
- Cupboard cookies intended to be sold at a booth sale must be reserved in full cases only to protect the individual boxes.

### The Day of the Sale

- Any permits or permission forms required by the site
- Cash box and change - \$100 in one dollar bills is not too much
- Table and chairs, unless provided by the site
- Plastic bags for customers who purchase multiple boxes
- An order card with nutrition information
- A receipt book
- **Ensure that two adults** will be present at all times.
- When you leave, remember to thank the site that allowed you to sell.
- Don't forget to collect all trash and empty cartons. A Girl Scout leaves a place cleaner than she found it!

**FOR MORE DETAILED INFORMATION REFER TO YOUR COOKIE BOOK, contact your SU Cookie Manager or go to [www.girlscoutseasternmass.org](http://www.girlscoutseasternmass.org).**

