

PROCEDURES FOR OBTAINING EXTRA COOKIES

√ **CALL YOUR SERVICE UNIT COOKIE MANAGER** (The service unit cookie manager will inform you of troops with extra cookies or instruct you to pick up cookies at one of the council cupboards) Transfers between troops will be entered into the eBudde system by the troop the cookies are coming from.

√ *******NEW THIS YEAR*******

To insure availability of cookies at your cookie cupboard, please place your cupboard orders in advance. If you do not place your order by the requested dates below, we cannot guarantee the availability of all cookie varieties.

BOOTH SALE DATES: PLACE ORDER BY:

Friday, February 24 - Sunday, February 26, 2012

Tuesday, February 21, 2012

Friday, March 2 - Sunday, March 4, 2012

Tuesday, February 28, 2012

Friday, March 9 - Sunday, March 11, 2012

Tuesday, March 6, 2012

Friday, March 16 - Sunday, March 18, 2012

Tuesday, March 13, 2012

Regional office cupboards will open February 22.

Cupboard hours are Monday—Thursday 8:30am-5:30pm; Friday 8:30am-1:30pm.

Special arrangements for a pick up time can be arranged if needed.

√ Orders may be by case or packages.

√ **Only the Troop Cookie Manager, Troop Leader, or Service Unit Cookie Manager will be allowed to order additional cookies.**

√ Any trustworthy person designated by the troop cookie manager or leader may pick up the order. This person will be required to sign a receipt, accepting responsibility for the cookies.

√ Each time girls pick up additional cookies fill out a receipt for the parent to sign. **Keep accurate records.** Enter the extra boxes she sells in the eBudde system.

√ A council designated person will be responsible for entering cupboard transactions into the eBudde system. **Transfer these cookies to the girls that worked at the booth sale or sold extra cookies so they will receive the awards they have earned.**

*******COOKIES CANNOT BE RETURNED or EXCHANGED*******

LEFT OVER TROOP COOKIES?

The troop may continue to sell cookies for several weeks after collecting the girls' money.

Contact the Service Unit Cookie Manager to see if there are troops that need more cookies.

Do not sell cookies after June 1. (They can become old and stale tasting.)

Suggestions for left over cookies:

- Divide the cookies among the parents so everyone can help in selling the cookies
- Use them for troop refreshments
- Do a Gift of Caring Project
- Ask your parents to purchase them
- Using a red wagon take them door-to-door
- Contact your Service Unit Cookie Manager to have a booth sale

DO NOT WAIT UNTIL THE LAST MINUTE TO ASK FOR HELP WITH UNSOLD COOKIES

BOOTH SALES PROCEDURES

1. Setting up a Booth Sale:

- First, the girls must decide they want to do a booth sale. Booth sales should be a supplement to, and not a replacement for, individual girl sales.
- Contact your Service Unit Cookie Manager to set up booth location, time, etc.
- **No Booth locations outside of your Service Unit Area without permission**

2. Order extra cookies

- Contact your SU Cookie Manager to see if they have cookies available.
- See previous page to learn how to order cookies from your regional office cupboard.
- Call to reserve a Cookie Costume at the regional office cupboard.

3. Set up a work schedule for girls and adults

- **A BOOTH MUST CONSIST OF A MINIMUM OF TWO (2) GIRLS AND TWO (2) ADULTS. Follow Volunteer Essentials for adult supervision ratio. Adults must remain with the girls at all times. NO EXCEPTIONS.**
- Schedule only a few girls at a time

5. Items needed for the sale:

- Cash box and change
- Table & tablecloth, chairs (optional), posters & signs
- Pens, pencils, paper and tape, trash bags (for trash)
- Inventory Sheet-list of beginning # of cookies
- Work schedule & phone numbers of girls
- Permission slips, cell phone
- Sacks for customers

6. Suggestions:

- Suggest —Gift of Caring|| for those who say they cannot eat cookies.
- Offer to deliver the cookies to them if you do not have the flavor they want.
- Have —bundles|| of cookies available for purchase.
- **DEPOSIT MONEY ASAP into your troop account—you lose it you are responsible**

7. Dividing the Cookies:

- Keep a record of the number of cookies sold at each booth sale
- Divide the total number of cookies sold between the number of girls that worked at the booths.
- Enter the amount for each girl into the ebudde system.

BOOTH ETIQUETTE

Friendly: Greet customers with a smile

Be pleasant and helpful

Say —Thank You|| even if they do not buy anything

Never harass those customers coming into the business

Image: Do your customers know you are a Girl Scout?

Wear: Vest, sash or tunic and membership pin

Know: Cookie information, troop activities & plans

Be on your best behavior

Remember: Local merchants grant us the privilege of selling Cookies

Be careful and considerate of the property and customers

You represent all Girl Scouts to the public 17

Recommended Amounts for Cookie Booth Sales – 2012

Contact your SU Cookie Manager and they will help you determine how many cookies to pick up at the cupboard. They will also let you know if they have extra cookies to give you.

These numbers are suggestions only – if your experience tells you different follow your instincts. If you are uncomfortable with a large amount even though it is a busy location go with the smaller amount. It is better to have fewer and run out than to have lots left over, especially if the sale period is almost over.

Small:	3 Samoas 2½ Thin Mints 2 Tagalongs 2 Do Si Dos 1½ Savannah Smiles ½ Thank You Berry Munch 1/2 Trefoils 1/2 Dulce de Leche Total: 12½ cases = 150 boxes	Medium:	4 Samoas 3½ Thin Mints 3 Tagalongs 2½ Do Si Dos 2 Savannah Smiles 1 Thank you Berry Munch 1 Trefoils 1 Dulce de Leche Total: 17 cases = 204 boxes
Large:	5 Samoas 4 Thin Mints 3½ Tagalongs 3 Do Si Dos 2½ Savannah Smiles 1½ Thank You Berry Munch 1½ Trefoils 1 Dulce de Leche Total: 22 cases = 264 boxes	X-Large:	6 Samoas 5 Thin Mints 4 Tagalongs 3½ Do Si Dos 3 Savannah Smiles 2 Thank You Berry Munch 2 Trefoils 1½ Dulce de Leche Total: 27 cases = 324 boxes

Can our local stores sell cookies for us? Absolutely Not!

Girl Scout Cookies cannot, and must not, be sold in commercial stores. No Girl Scout council can give permission for Girl Scout Cookies to be sold in a commercial setting. Selling cookies in a commercial setting, without any girl involvement, does not support our position with the IRS that this is a girl activity. (GSUSA guidelines)