

# Regional Leadership Centers

## Girl Scouts of Greater Iowa

Toll free: (800) 342-8389

Hours of Operation: 8:00 am-5:00 pm

## Headquarters & Des Moines Leadership Center

10715 Hickman Road

Des Moines, IA 50322-3733

(515) 278-2881 or (800) 342-8389

Fax: (515) 278-5988

e-mail for cookies: [cookies@gsiowa.org](mailto:cookies@gsiowa.org)

## Council Bluffs Leadership Center

526 Third Street

Council Bluffs, IA 51503-6611

(712) 328-2338 or (800) 422-2093

Fax: (712) 328-1304

## Fort Dodge Leadership Center

112 S 3<sup>rd</sup> Street

Fort Dodge, IA 50501-3716

(515) 573-8141 or (800) 798-8141

## Mason City Leadership Center

601 S Illinois Avenue

Mason City, IA 50401-5405

(641) 423-3044 or (800) 657-5853

Fax: (641) 423-8387

## Sioux City Leadership Center

1515 Zenith Drive

Sioux City, IA 51103-2678

(712) 255-0187 or (800) 746-8947

Fax: (712) 255-9850

# Cookie Cupboards

Please see the web site for the cookie cupboard nearest you.  
(List of the cookie cupboards is online at [www.girlscoutsiowa.org](http://www.girlscoutsiowa.org) )

# Booth Sale Guidelines

Girl Scouts of Greater Iowa



**REMEMBER, BOOTHS ARE A GIRL SALE – THERE MUST BE GIRLS AT THE BOOTH with a 2 girl minimum.**

Selling Girl Scout Cookies at a Booth Sale is an opportunity granted to us by the local merchants. These booth sales are a privilege, and if abused, even unintentionally, could cause all Girl Scouts to lose the opportunity for additional sales at these places of business, permanently. It is important to show appreciation by being friendly and cooperative to store personnel and store patrons.

## Getting Started

1. Troop leaders must notify the Service Unit Cookie Manager once they have a location and time set up. Check with your Service Unit to see if they have any extra packages that need to be sold first. The Troop Cookie Manager will need to let the Service Unit Cookie Manager know the date, location, hours of the sale, who will be running the sale, and pick up and drop off times of the cookies.
2. The Service Unit Cookie Manager will notify the cupboard with this information.
3. When troops pickup their cookies for the booth sale they will be given a Booth Sale Inventory sheet. This sheet will need to be filled out after the booth sale is completed. Keep copies of all receipts.

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**Sign up begins Monday, January 11<sup>th</sup>, deadline for sign up is no later than - 5pm Tuesday prior to the weekend of your booth.**

**Can we schedule more than one booth sale? YES!** You may schedule multiple dates and/or sites.

**\*If you must cancel, please notify the site, cupboard, and the Leadership Center you scheduled the booth sale.**

**There may be other troops waiting for a location to have a booth sale.**

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**Here's a list of things you will need at your booth.**

- ◆ Table & Table Cloth (if store doesn't have one)
- ◆ Small first aid kit
- ◆ Notepaper
- ◆ Poster, signs, & decorations
- ◆ Bags for purchases (stores may donate them)
- ◆ Inventory Sheet
- ◆ **COOKIES-** A Booth Kit based on past booth sales will be put together to preserve quality of the cookies.
- ◆ Cash box and change
- ◆ Pens/Pencils/Tape
- ◆ Parent Permission Slips



# THE SALE DAY

- ❑ Bring cookies and a copy of the booth sale report (inventory sheet) to the site with you.
- ❑ Arrive early to set up.
- ❑ Upon arrival, check with location manager or troop finishing up for any specific instructions.
- ❑ Bring table(s) for displaying and selling cookies. You may want to bring chairs for adults.
- ❑ Don't block store doors with tables or signs – Make sure girls don't block them either.
- ❑ Allow girls to take turns asking potential customers.
- ❑ Be polite and friendly. Remember to say "Thank You" and smile even if a sale is not made.
- ❑ Encourage the girls to chat with the public during the sale to let them know how the troop plans to use their troop profit. (It's a great idea to display a goal chart)
- ❑ DO NOT BRING YOUNGER CHILDREN TO THE BOOTH SALE.
- ❑ Have a plan in case someone gets sick or injured. If something should happen to one of the girls you would need one adult to attend to that girl and one adult to attend to the booth and the rest of the troop.
- ❑ Bring writing utensils to keep record of sales.
- ❑ You will need to keep a few lists:
  - ❑ A list of the girls that participated. So you can split the boxes sold between the girls and transfer those numbers to each girl in SNAP by March 22<sup>nd</sup>. Don't forget to adjust incentives too in SNAP.
  - ❑ The number and kinds of damaged boxes of cookies

**Girl Scouts are going GREEN!  
Booth Sales are cash sales only.**

## No checks accepted.

- ❑ Your troop should supply a cash box with \$25-\$50 in change, including lots of quarters. (don't forget to record this amount at the beginning of the sale) Never leave the cash box unattended.
- ❑ Adults are to supervise the handling of the moneybox and making change. The girls should learn to make change.
- ❑ Remove large bills periodically and place them in a secure location.
- ❑ Designate a minimal number of people as cashiers. This will cut down on confusion.
- ❑ Occasionally people donate money, keep this separate from sales to avoid confusion at the end of your sale. Many troops use the donations to buy cookies to give to charities.

# After The Sale

- ❑ Clean up completely. Take everything you brought, and dispose of all trash. Do not use the business' trash bin.
- ❑ Be sure to thank the manager in person and also send a follow-up note written by the girls. A box of cookies makes a nice thank you.

Your troop will be held responsible for every box of cookies checked out to them for the sale. All unsold product must be returned to the Council Office/Cupboard the first working day following your booth sale. Example: If booth sale is on the weekend cookies are due back on Monday. If booth sale is held on Tuesday cookies are due back on Wednesday.

- ❖ After the sale you will need to count the remaining unsold cookies and record them on the inventory sheet. List them under packages returned to council.
- ❖ Count money and deposit the council portion in "Girl Scouts of Greater Iowa Council Product Sale" cookie account. Each service unit will be given preprinted deposit slips for the council portion. Deposit troop profit in the troops account.
  - A. If your booth sale takes place before your final report is due to your Service Unit Cookie Manager then the cookies you sell will show as "Extra Packages Received" on your T-4.
  - B. If your booth sale takes place after you have turned in your final report attach bank deposit slip to the Booth Sale Report and turn in with your left over cookies. **Troop sell profits after March 15 are .50 cent/box.**
  - C. **If using a computer troops will only have to send in incentive form and deposit slips.**
  - D. **If not using a computer troops will have form T-4 to send in as well as the incentive form and deposit slips.**

The troop cookie mom is responsible for transferring the cookies sold at the booth sale to each girl in SNAP BEFORE the final Cookie Sale Report is due to the Service Unit Cookie Manager. Once the paperwork deadline (March 15<sup>th</sup>) has passed, booth sales only count towards troop profit, which will be .50 cent/box.

If you have any questions call the Council Product Sales Director or Assistant at 1-800-342-8389.

**A Booth Sale patch is available for 50 cents each.  
They can be purchased at the council shop.**

