

- Girls should start delivering their **pre-sale orders** to their customers as soon as they receive their cookies. Please remember no booths or walkabout sales of extra cookies should happen until 2/21.
- **February 18 Council Cookie Booth Sign-Up Open Round** starts at 4pm. This round does not have the normal restrictions on the number of selections. To an extent, they are unlimited.
- **February 18 Planned Orders –** you can now begin placing your <u>Planned Orders</u> (Cupboard orders) for pickup when the cupboard opens. You will not see it anymore on the Order Tab until this day.
- **February 21 Cookie Cupboards open.** All cupboards will be open Wed Saturday, 9am-1pm/2-6pm.
- **February 21-23 National Cookie Weekend** will be celebrated by girl scouts across the country. The marketing team is pushing consumers to the booths so don't miss out and secure your booths today. We still have plenty of council booths for your choosing.
- February 21 Booth Sales begin and continue through March 16.
 - Communicate your booth locations and times with your parents and create a signup sheet to assure you have proper coverage for each booth.
 - Make sure you have adequate adults and girls to run a booth. ALL booths must have 2 adults and a minimum of 2 girls at council booth sites.
 - Release any booths in Smart Cookies that you will not be using so others can. (Retail partners expect girl scouts to be present during the agreed upon time frames)
 - Girls should be interacting and engaging with customers and not waiting for someone to come to them and ask.
 - Make sure to keep track of your inventory for each booth.
 - Booth Sale Checklist
- Booth sales give the girls the opportunity to learn new skills, to promote Girl Scouting, live the Girl Scout Promise and Law, and to sell more cookies. Please keep in mind that selling cookies at booths is a privilege granted to us by local businesses. This privilege, if abused, could cause all Girl Scouts to lose the opportunity for additional sales at these locations.
- Some locations also have specific instructions for their business. Please review the notes listed in Smart Cookies.
- At a booth sale you represent both the council and the business. Please be considerate of their customers and property. Remove all empty cases. (Do not put in their trash cans even if broke down). If an issue arises at the location, please contact the council directly. * Do not involve store management. * Please take the time to share booth guidelines with everyone in your troop who will be participating in booth sales as they represent your troop.
- Reconciling Digital Cookie and Smart Cookies reports. This will help you with orders placed after IO that may need to be fulfilled and then the <u>Transfer</u> tip sheet will help you with assigning them to the girl. You will also use this for any extra cookies they may request. This shows you where you can see your <u>Financial Transactions</u> for your troop. You will not mark deposits here as we are a council that uses ACH. There are other Digital tip sheets available on our Cookie Managers page that may assist you as well.
- <u>Mobile App Booth</u>, <u>Mobile App Troop</u> and <u>Mobile App for Caregivers</u> will show you how to use the app.