



OWN YOUR **magic**

**SERVICE UNIT COOKIE 2023-2024
BOOTH COORDINATOR MANUAL**

Glossary



ACH	(Automated Clearing House) The method of paying Council for their portion of cookie revenue. What your troop owes Council will be debited from your troop bank account according to a pre-determined schedule. Council will also credit troop accounts if necessary.
Booth Sales	Business owners and store managers give permission in advance for Girl Scouts to sell cookies in front of their stores during the months of February and March. A Service Unit Cookie Booth Coordinator (SUCBC) will schedule all booth sales and contact businesses. Use the Booth Sites tab in eBudde for booth selection. Do not contact stores on your own.
Case	Each case of cookies contains 12 individual packages of the same variety of cookie.
Cookie Cupboard	Where you can pick up additional packages of cookies. Cupboards are geographically dispersed throughout the Council and run by volunteers (Cookie Cupboard Managers).
Cookie Rewards	<p>There are two options for rewards: (1) Cumulative Rewards—individuals receive items based on individual accomplishment up to the selling level reached; (2) Additional Proceeds—Troop votes to opt out of the Cumulative Rewards and choose to earn an extra five cents per package sold. Troop must vote and majority rules. Only youth members earn rewards.</p> <p>Daisies and Brownies cannot opt out of rewards.</p>
Cookie Sale Audit	Council attempts to verify that all cookies ordered, Cupboard transactions, and ACH payments are correct on each troop sales report. Troop cookie records should be retained by troop leadership for three years.
DOC	Digital Order Card
eBudde	Internet-based product sales software used to track sales, inventory, booth sites, booth scheduling, rewards, and payments. Every facet of the cookie program is managed within eBudde.
Gift of Caring (GOC)	This is a great way for troops and their customers to help others in their community. While selling cookies, Girl Scouts ask customers to purchase cookies to donate to a charity that the troop has selected. Customers do not select a specific variety and the troop uses the extra packages they have at the end of the sale to fill the Gift of Caring. The troop is responsible for distribution if participating in the Hometown Heroes option.
Initial Order (IO)	Information submitted via eBudde by the Troop Cookie Manager. The Initial Order includes the total number of packages of cookies needed to fill the individual orders from their order card and booth sale needs. The Initial Order must be in full cases.
Little Brownie Bakers	Nation's Capital Council's cookie bakery partner located in Louisville, KY. Only two bakeries produce all Girl Scout Cookies in the USA; the other baker is ABC Bakers.
Per Girl Average (PGA)	Divide the total number of boxes your troop sold by the number of members in your troop who are participating in the Cookie Sale.

Mission & Vision



WE ARE GIRL SCOUTS

Girl Scouts bring their dreams to life and work together to build a better world. Through programs from coast to coast, Girl Scouts of all backgrounds and abilities can be unapologetically themselves as they discover their strengths and rise to meet new challenges—whether they want to climb to the top of a tree or the top of their class, lace up their boots for a hike or advocate for climate justice, or make their first best friends. Backed by trusted adult volunteers, mentors, and millions of alums, Girl Scouts lead the way as they find their voices and make changes that affect the issues most important to them.

GIRL SCOUT COOKIE PROGRAM

When youth members participate in the Girl Scout Cookie Program, they get more than life-changing experiences and adventure. They also develop essential life skills—goal setting, decision making, money management, people skills, and business ethics—all while soaring in confidence and practicing leadership the Girl Scout way to lift one another up and change the world, together.

The Girl Scout Cookie Program provides all Girl Scouts with opportunities to earn their own money and make their own choices! Dream it, earn it, do it. That's the Girl Scout difference.

COOKIE QUICK FACTS



Participation	All registered Girl Scout youth members are eligible to sell cookies. The Girl Scout Cookie Program is a foundational experience of being a Girl Scout and all youth members are strongly encouraged to participate. All youth members, troops and adults must be debt free by Nov 30, 2023.
Prices	\$5.00 per package \$6.00 per package of Specialty Cookies (S'mores and Toffee-tastic)
Base Proceeds	\$.85 per package + girl reward items OR \$.90 per package with no girl rewards
PGA Proceeds	Tier 1- additional \$.05 per package @ 160 PGA selling Tier 2- additional \$.06 per package @ 200 PGA selling
Super Troop	Troops with 6 girls selling that reach \$250 PGA selling during the Fall Product Program receive an additional \$.05 in Cookies
Troop IO Revenue Share	160 PGA selling in Troop Initial order earn \$.05 per package 200 PGA in Troop Initial Order earn additional \$.05 per package
Responsibility	Each troop is financially responsible for all cookies received. Product is not returnable or exchangeable unless damaged.
Goal Setting	The Council goal this year is 4,400,000 packages. Sales and service goals allow youth members to do a world of good!
Our Baker	Our Council's cookies are baked by Little Brownie Bakers of Louisville, Kentucky, one of two companies in the country licensed by GSUSA.
Cookie Costumes	Reservations are first come, first served. ONE costume per request. Costumes need to be returned promptly or we may ask you to pass it on to another troop over the weekend. Please DO NOT WASH the costumes! They are DRY CLEAN only. Special requests for a specific costume cannot be honored. Each office has costumes.

COOKIE TEAM VOLUNTEER ROLES



Association Cookie Manager (ACM)

Volunteers that train the Service Unit Cookie Managers, set up and run the delivery, and stay in communication with the Service Unit Cookie Managers throughout the program.

Service Unit Money Manager (SUMM)

Volunteers that collect the ACH authorization form from the troops and turn in to Council.

Service Unit Cookie Manager

Conducts informational meetings/trainings with the Service Unit Cookie Booth Coordinator for troops to prepare for cookie season. Submits and distributes rewards.

Cookie Cupboard Manager

Volunteers that run the Cookie Cupboards located throughout the Council. Troops can use the Cookie Cupboards to pick up additional cookies by placing pending orders on eBudde.

Troop Money Manager (TMM)

Volunteers that make sure all funds are deposited into the troop bank account.

Troop Leader (TL)

- Works with Troop Cookie Manager to schedule, plan and lead the family meeting.
- Works with troop to set goals and plan cookie learning activities (visit littlebrownie.com for ideas).
- Works with Troop Cookie Manager to plan for troop's participation in booth sales.
- Assists with cookie pick-up, storage and distribution (if needed).
- Supports members throughout the program to review goals and progress.
- Supports Troop Cookie Manager with money collection and deposits as needed.

Troop Cookie Manager (TCM)

- Works with TL to facilitate the cookie program at the troop level.
- Schedules, plans, and leads the family meeting.
- Works with troop to set goals and plan for booths.
- Manages Troop Inventory and works directly with families for the duration of the program.
- Collects payments



AND THEN THERE'S YOU!

As a member of the SU cookie team your role is to ensure that all troops are trained and participate by being an engaged champion of the program. This includes being an active member of your Service Unit Team.

- Complete volunteer training and attend Cookie Kickoff.
- Familiarize yourself with SU Boundaries.
- Make sure you're up-to-date on any National or Regional booth agreements (example: Walmart and Safeway)
- Meet with your Service Unit Manager. The entire team needs to work together and communicate to set up time to brainstorm booth opportunities and make sure everyone is on the same page about expectations and rules around booths.
- Look over booth opportunities from last year and reach out to those locations to get updated contact information and approval for this upcoming year.
- Work with SU team to communicate expectations and rules to troops. Booth season runs smoother when everyone is on the same page!



To make things easier, all of our important forms and resources can be accessed at https://linktr.ee/gscnc_productprogram

Password for forms folder: Cookies2023

This manual can also be found here! It will be updated in real time with any relevant changes.

Booth Basics

Booths are a pivotal part of the cookie program and give the youth members an opportunity to experience in-person entrepreneurship.

Types of Booths

Traditional Booths

- Booths set up in front of businesses such as grocery stores, boutiques, and restaurants. These are publicly accessible and open for any troop within the Council to select, regardless of which SU it is located in and which SUCBC solicited the booth location.
- These booths are secured by a SUCBC, submitted to Council staff (boothsales@gscnc.org) for approval. They are then uploaded to eBudde for troop selection.

Private Booths

- Booths set up in locations such as a house of worship or fraternal organization. The important distinction is that these booths are not publicly accessible. For example: a parish picnic or a sports banquet at a school
- These booths are submitted by Troops and approved by a booth coordinator or other appropriate volunteer (usually an ACM). They can also be approved or denied by Council in extenuating circumstances.
- It is up to the SUCBC (you!) to ensure that these booths don't interfere with the business of another approved booth (private or traditional).

Drive-Thru Booths

- These are booths usually held in the parking lot of a school, church, or otherwise publicly accessible institution. They are usually organized by a few troops within a Service Unit or an entire Service Unit.
- They are submitted in the same manner as a private booth but are run slightly differently.

“Lemonade Stand” Booths

- These are booths held in the yard, driveway, etc.. of a PRIVATE residence.
- In instances where a Girl Scout lives in a residential community such as apartments or condos, the booth must be arranged through the leasing office and approved as a private booth. It would NOT be considered a lemonade stand.
- You may not operate these types of booths at places such as sporting events or houses of worship. Those would be private booths and need to be approved by the SUCBC.

Booth Basics

Booths are a pivotal part of the cookie program and give the youth members an opportunity to experience in-person entrepreneurship.

Booth Scheduling

Troops can select booth sites anywhere in the Council. The Booth Scheduler is controlled by the rules below. The “total slots selected” refers to everything selected up to that point in the process.

The rules don't restrict per-store location but per-chain (meaning stores under the same corporate sign). The individual store will come under the chain rule but it is meant to prohibit someone from grabbing all of the Walmarts, wherever they may be. It's important that all SUCBCs use the same spelling for each of the chain stores so the system recognizes them as the same name. This includes all formatting (capital letters; hyphens; spacing). Please be sure your spreadsheet uses those formatted chain names.

Booth Scheduling:

- On the troop's booth tab, the booths are listed by cities alphabetically.
 - The troop will click the plus sign next to the city and drop down the booth locations available.
 - To see the actual slots for a particular store, they click the plus sign next to the business they are interested in.
 - They then choose the date and time range they want by clicking directly on the listing. This will bring up a box on the right which will show available time slots within that time frame.
- To select a time period,
- Troops click in the box to the right of the time they want and the troop number is posted. To deselect it, they just need to click the space again to remove the troop number.
 - Once selected (for either action), click on the submit button to reserve/release the slot. A message will pop up as reserved and just Click OK on the message window to proceed.

Note: Booth selection will not be available on the eBudde app until booth selection is wide open.

Troops can see their full schedule by clicking on the Current Signups button. A separate window will pop up to show all their locations. They will also see their current sign-ups on their troop dashboard. Please stress the importance of releasing a slot that the troop does not intend to staff. To do so, they need to deselect it on the original city listing where they did the selection. This cannot be done from their listing.

First round of booth selection

Date	Time	Restrictions
1/8/24	7:00am	Select 3 slots - max 1 booth per chain store
1/10/24	7:00am	Select 6 slots - max 2 booths per chain store
1/11/24	7:00am	Wide open - no restrictions

Private Booths

A Private Booth Sale is one that has limited public exposure and limited access for customers. Retail locations are not considered private booths. A private sale would be something like a special event at a house of worship or a fraternal organization (e.g. a parish picnic or a Kiwanis banquet).

REQUESTING PRIVATE BOOTH

Troops must request Private Booth sale approval in the eBudde system where SUCBCs will approve or deny said requests. SUCBCs are responsible for setting up the schedule and ensuring that one booth doesn't disrupt the business of another troop. It hurts booths when booth sales are set up too close to each other. Please do not approach an established business for a private sale. The SUCBC is responsible for contacting businesses and may have already requested slots to which the business had previously decided, for whatever business reason, not to allow Girl Scout Cookie booths.

HOW TO REQUEST IN EBUDDE

- On the BOOTH SITES tab, click the drop-down menu on the top right and select "My Sales".
- In the left column, click on the "Add a Location" text.
- A window on the right will appear. Please complete all information for your Private Booth Sale.
- Click "Add" once all the information is entered. The system will display a confirmation window.
- Your request is in a "Pending" status until reviewed. It must be approved by a Council-authorized person.
- If your request is outside of your Service Unit boundaries, your SUCBC will contact the SUCBC from that area for approval.
- Note: Private Booth sale requests need a 72 hour lead time.

INSURANCE

Some businesses will require a certificate of insurance in order to approve a booth location. Since our COIs are based on the calendar year, you can assure them we will have them covered prior to booth sales starting. If the location received a COI the previous year, the certificate will be automatically renewed. Just let the business know they will receive the updated certificate after the first of the year as our policy is renewed.

Important:

To obtain a COI for a NEW booth location, the SUCBC should email croberson@gscnc.org. We will need the business name, contact information, corporate address, and booth location to process coverage.

Scouting Booths

GETTING READY

Be creative when searching for locations within your Service Unit's boundaries or work as a team with ALL the SUCBCs within your Association! Make sure the site is safe, clean and friendly. Not all businesses are well suited for Girl Scout Cookie Booths. Liquor stores, dispensaries, or anywhere else that a youth member would not be able to enter is strictly prohibited. Troops may have special connections to local businesses so be sure to ask Troop Leaders and parents for suggestions. Think of places that have high traffic volume at peak times.

It is impossible to provide a comprehensive list of businesses and their rules of solicitation for the entire Council. In some cases, corporate policy may prohibit solicitation but, because of franchise agreements, the business owner has flexibility. The best tactic is to simply and respectfully ask for booth opportunities.

Make sure you know your Service Unit boundaries front to back. Many Service Units share shopping centers or high traffic shopping areas and scheduling booths in another Service Unit could cause conflict. To avoid stepping on anyone's toes, work with your Service Unit team to identify potential trouble areas and double check your boundaries with your Membership Specialist or BoothSales@gscnc in the absence of a MS.

WORKING WITH LOCAL BUSINESSES

You are a marketer and can explain the value and importance of the Cookie Program for girls. It is more than making money (though that is a benefit). Always mention the 5 Skills learned through the cookie program! You are serving as an advocate for ALL youth members and troops within the Girl Scout Council of the Nation's Capital!

As you begin the process of scouting out potential booth sale sites, talk to the staff and store management. Ask them the process for requesting permission to sell at the establishment. Use the method of communication they prefer. Council will provide introduction letters on the PS: Assn & SU Cookie Volunteers Rally as well as a spreadsheet of locations used the previous year by the SU.

Approach businesses with a proposed schedule ready and available.

Understand that Girl Scouts are not the only non-profit that approaches them. The easier you can make it for them, the more likely they will accommodate your request. Be respectful of businesses that have a no solicitation policy.



Drive-Thru Booths

Drive-Thru booths are typically held in parking lots of a school or church or other publicly accessible parking lot. They are great for areas without many opportunities for traditional booths or highly residential Service Units.

VENUE AND APPROVALS

Contact the place of business and secure approval - it helps to highlight the entrepreneurial skills that the scouts learn and the fact that donations support our Military.

Materials for booth solicitation can be found in the Booth Coordination rally and are emailed directly to Booth Coordinators.

Submit locations for approval via the same process as a private booth- a 4-hour time slot is ideal for high-traffic areas and to be able to rotate scouts in and out of stations to keep scouts engaged. A shorter time slot may be better for younger members. This booth will show up in eBudde like any other private booth.

Use Sign-Up Genius or another scheduling platform to schedule booth slots - Make it clear that the youth member and their adult supporter/caregiver are a team signing up for that slot.

SETTING UP STATIONS

- "Greeters/Thank you after-sale" scouts waving signs at the entrance of the venue with cones directing the flow into the venue and creating a safe barrier between traffic and scouts
- An order table - scouts approach the vehicle with a picture of available cookies and carry a laminated, reusable order sheet. Scouts fill in quantities, ask if it will be cash/credit, and ask if they want to donate to Troop 2 Troop. In addition, scouts ask customers if they would like to supply a phone number or email to be on our contact list for future years' sales.
- A table for financial transactions using cash/Square for those cookies on their "order sheet"
- A table for loading purchased cookies in the trunk with a thank you note label affixed with instructions on joining our contact list for future sales
- Don't forget about the fun! - set up a table with extra water, hot cocoa, and snacks. These scouts work hard! Age-appropriate music played at a reasonable volume could also be fun. Add balloons, pompoms, and cookie costumes - get creative
- The weather could be a factor so see if troop supporters (parents/guardians/others) have any 10 x 10 tents to lend to protect our scouts and the cookies too.
- Recommend at least 6 girl scouts at any one time

Chain Store Specifics

Please note this information is what we had as of August 2023. As policies change, we will update you via Cookie Newsletters.

Safeway	Safeway has requested a regional scheduling model from all organizations wishing to hold booths. As per the agreement reached between them and GSCNC, Council will upload all Safeway booths approved by their corporate office. Last year, this was all Safeway locations in our council boundaries. Unless otherwise specified, this will be the same for 2024. Please keep this in mind when scheduling booth opportunities in shopping centers with a Safeway. Please contact BoothSales@gscnc.org with any concerns about a specific location.
Giant Food Stores	Contact store managers directly to arrange locations, dates and times. Make contact in person and present your request in writing. Please do not contact the manager by phone. Giant Food, Inc. established a policy stating that a non-profit group can only have 2 days per month at each location. Groups are limited to scheduling times on Saturdays or Sundays ONLY! Please do not argue with store managers if they cannot accommodate your request. They also prefer that customers be solicited only once at either the entrance or the exit, not both.
Food Lion / Bloom Stores	Last year, GSUSA had a National agreement with Food Lion and these booths were uploaded by Council. At the time of writing, there is no guidance on what will be happening this year.
Military Bases	There are many military bases in the Council area that welcome Girl Scouts and their cookies. Military installations may have restrictions around access on the base which may make it necessary to list these opportunities as private booth sales. Please reach out to surrounding SUCBC if you have a restrictive base which prohibits posting the booth opportunity on the Booth Scheduler but would like to make the opportunities available to other troops that have proper credentials. The objective here is cooperation and fairness! Work together so military installations continue to welcome Girl Scouts!
Metro Station	Metro has a strict "No Solicitation" policy. Some areas have had success by working with the police that control the above ground area around Metro Stations. You could also try contacting a business adjacent to the Metro station in your area where troops will benefit from the many passers-by. Be sure the location is safe.
WaWa	Due to COVID-19, WaWa did not allow booths in 2022 and declined booths in 2023. SUCBC's may approach locations individually, with the understanding that they may decline again for 2024.
Walmart	GSUSA partnered with Walmart in 2023 for an online space reservation tool. The implementation of that tool was largely unsuccessful so we pivoted to soliciting individual stores. We will continue this way unless stated otherwise.

Cookie Booth Toolkit

Reaching out to businesses for the first time (or even year after year) can be intimidating. We've compiled everything you need to get started into a Cookie Booth Coordinator Toolkit. The folder can be found in the SUCBC Rally or by reaching out to kmichalak@gscnc.org.

Here's what you'll find in there:

SUCBC Intro Letters by State

This is a personalized letter template which you can use when introducing yourself to businesses. It has information about the importance of the Cookie Program and booths as well as the important booth sale dates. Find the one for your state and print it out to take with you or save for emailing to businesses if you can't reach them in person.

Booth Scheduler Spreadsheet Template

This template is provided by Little Brownie Bakers for seamless booth site uploads to eBudde. The file is formatted to easily and quickly upload to the eBudde system as long as none of the headings are changed or deleted. It is REQUIRED to use this template when submitting booths.

2023 Booth Site Reports by SU

If your SU secured any booths (and noted the SU # on their spreadsheets) last year, there will be a report in this folder labeled by your SU #. This report will include all booth opportunities in your SU that were selected by troops last year. If locations were submitted without being tagged by the SU #, they will not be in that report. Similarly, if you do not find a report for your SU, it is because there were no booths in your SU last year or no booths submitted for your SU were tagged as such in eBudde.

Booth Rules Handout

Booths are safer and smoother when everyone is on the same page. While the booth rules and safety tips are outlined in Troop Cookie Manager manuals and shared with troops, this handout is a quick one-pager to use when going over booth rules at SU meetings.

To access the Booth Coordination Rally, follow this link or scan the QR code! Only registered members designated for booth coordination will be approved by Council.

<https://rallyhood.com/197882>



Cookie Booth Spreadsheets

Booth scheduled by the SUCBCs are sent on an Excel spreadsheet to Council at BoothSales@gscnc.org with the locations, dates and booth time frame for upload into eBudde. The spreadsheet has very specific formatting to allow for an easy upload. To make building the spreadsheet more manageable, SUCBCs will receive a report that includes all of the locations from the 2023 program that were loaded into the system for selection.

THESE BOOTHS HAVE NOT BEEN CONFIRMED for 2024. It is up to each SUCBC to contact the stores, confirm the schedule and gain approval. Submitting booths that have not been approved for 2024 is strictly prohibited.

Most of the headings on the spreadsheet are obvious (and required) but, to avoid confusion, the first tab on your Booth Scheduler Spreadsheet is a tab which defines each heading and has what info to include. See the table on the next page for the same breakdown.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Business Name	Address	Door	City	State	Zip	Email	Phone	Fax	Preferred Contact	Contact	Location Note	Service Unit Number	Date	Start Time	End Time	Time Allotment	
2																		
3																		

Things to note when submitting spreadsheets:

1. For the first round of booth selection on January 8th, all spreadsheets must be submitted by January 2nd at 5pm. Anything submitted after this deadline will NOT be uploaded and available for selection on January 8th. They will be available in the next round of selection. The more locations that are in the system when it opens for selection; the fairer it is for all involved.
2. Any spreadsheets with errors will be sent back for correction. Having to make corrections could mean that booth opportunities are not made available as soon as possible. Please be diligent and thorough when proofreading your spreadsheet before submitting to avoid errors. The most common errors are: incorrect dates (usually when copying and pasting from a previous year), incorrect formatting for the time allotment (this field should only be numbers, not words, and be formatted by minutes - i.e 120 for booth slots that are two hours long, 150 for two and a half hours, etc..). These allotments must also be divisible by the total amount of time submitted. EX: An 8 hour approval can be divided into slots of 1, 2, or 4 hours. It is not divisible by 3 for 3 hour shifts.
3. Booth spreadsheets MUST be sent to BoothSales@gscnc.org as an attached file. Sending links to a Google Sheet or sending spreadsheets to the wrong inbox may result in the submission being lost in our spam filters. If you're making your spreadsheet in Google Sheets because you don't have access to Excel, please export the file as an Excel file and send it as an attachment.
4. When submitting multiple files over the course of booth season, please only submit NEW booth opportunities. If you submit a spreadsheet for the first round of upload and end up securing more locations later on, please only submit the new booths.
5. Please name or label your submissions in the following format: SU #_1 (additional submissions should be labelled consecutively)



Column Header	Column	Information	Options
Business Name	Mandatory	Mandatory	Must use the standardized formatting
Address	Mandatory	Mandatory	Please use actual mailing address for the location
Door	Optional	Optional	Use this field if you will be offering multiple doors at the same location (ex: Walmart with Pharmacy Door and Grocery Door). The booths will show as individual sign ups.
City	Mandatory	Mandatory	Please use the actual city name where the business is located
State	Mandatory	Mandatory	
Zip	Mandatory	Mandatory	Please only use 5 digit zipcodes
Email	Mandatory	Optional	This would be the email address for the location's contact. Troops will NOT see this.
Phone	Mandatory	Optional	This would be the email address for the location's contact. Troops will NOT see this.
Fax	Mandatory	Optional	This would be the email address for the location's contact. Troops will NOT see this.
Preferred Contact	Mandatory	Optional	fax, email, phone, both This is NOT where you'll put the contact information - this is just identifying the method of communication
Contact	Mandatory	Optional	Name of the person you set up the location with. Troops will NOT see this.
Location Notes	Mandatory	Mandatory	This field is optional for upload but REQUIRED by council. This is where the SUCBC lists their contact information and any location specific notes you want troops to know.
Service Unit Number	Optional	Optional	List your SU Number as 4 digits. This is how you can get information on the troops signed up for locations in your SU through the reports feature. This is optional for upload but REQUIRED by council.
Date	Optional	Mandatory	Please use this formatting - 02/16/22
Start Time	Optional	Mandatory	List the start time for the first booth of the day - ex: 10:00 am
End Time	Optional	Mandatory	List the end time for all booths of the day - ex: 6:00 pm
Time Allotment	Optional	Mandatory	Time allotment varies based on the total time available. Be sure your allotment time matches your start and end time evenly. The allotment is always listed in number of minutes only. NO WORDS. Ex: 120;150; 180; 210; 240
Available Date	Optional	Optional	This will only be used for booths submitted after the initial upload. Council staff will add the available date based on the next selection date or, after the system is wide open, the next Tuesday or Thursday (whichever comes first). LEAVE BLANK.
Troop	Optional	Optional	This column is used in very rare instances ; such as when a troop facilitates a new booth location. Generally, only one slot would be awarded as a "finder's fee" and only for locations the SUCBC would not have approached. Must be approved by Council before using this column.
Time Slot	Optional	Optional	Only used if the Troop column is used
Time Notes	Optional	Optional	This is specific information for the actual booth time slot at a particular location.

BOOTH REPORTING

The SU Dashboard will tell you if you have any Pending Troop Private Booth requests. To view, either click on the Pending Troop Booth Requests on your dashboard or go to the SU Booth Site tab to approve troop requests for private booth sites. You can approve, deny, or make pending (if you want to get further information) by using the drop down box.

Always offer a comment when a private sale is denied so the troop knows the reasoning behind the decision. If the request is for a location outside of your SU, please reach out to the SUCBC that covers the area and ask for their approval. It is possible that a private booth could interfere with a location already scheduled in the area.

REPORTS

Any info you need for business notification can be found on Reports tab. Look for Booth Scheduling Report.

Troop Signup Detail –This report allows you to filter data to get information on specific locations. Be sure to remove the SU filter or the report will only include troops from your SU. It prints a list of all booth sites and time slots based on your filtering criteria. Always request this in exportable format when you generate a report. You will get an email when your report is ready.

Troop Signup Recap – This report lists the total number of signups by troop for the service units.

Troop Booth Requests – This report lists all the troops requesting Private booths- sites, times, status.

Available Booth Slots – This report lists only the booth sites and times that are still available for selection.

Booth Sale Recorder Traffic—This lists the troops that have used the Booth Sale Recorder to record sales by booth location (only visible to volunteers at the Booth Sale Approver role).



Product Program Staff

Anna Bradford | Product Program Manager | abradford@gscnc.org

Contact Anna for Program related questions or assistance, Bakery or Vendor support or other matters related to the Cookie Program

Judy Johnson | Senior Product Program Specialist | jjohnson@gscnc.org

Contact Judy for Digital Cookie, eBudde assistance, adding troops/youth members into eBudde, Cupboard, or delivery information, ACH and Troop deposits.

Kat Michalak | Product Program Specialist | kmichalak@gscnc.org

Contact Kat for booth site questions and information, video training information, and cookie promotions.

Cheryl Roberson | Product Program Coordinator | croberson@gscnc.org

Contact Cheryl for rewards shortages, certificates of insurance, cookie costume check out and ordering extra cookie forms.