

Cookie Booth Sales Guide

Your go-to guide for guidance, options, creative ways to host a booth, sales success tips, and more.

COOKIE BOOTH BASICS

Cookie booths increase public awareness of Girl Scouts, and are a fun and effective way to participate in the Cookie Program. Cookie booths can be held January 17 – March 8, 2026. Check out the booth options in this guide to get started on your booth adventures.

Whatever type of booth your troop participates in, remember:

- All cookie booths must be approved by GSSOAZ, except Cookie Stands (those held at a private residence; formerly known as Lemonades Stands).
- Girl Scouts and volunteers are to follow instructions provided by the cookie booth partner (as noted in eBudde), follow the [GSSOAZ Booth Standards](#), and practice good customer service skills.
- Participation in cookie booths is a troop activity. The opportunity to participate must be offered to all members of a troop but no Girl Scout can be required to participate.
- Adult Supervision
 - Booths where any Girl Scout is not accompanied by their own caregiver (parent or guardian) require 2 registered and background checked Girl Scout volunteers.
 - Booths that have all members under the direct supervision of their own caregiver do not require adults to be registered and background checked UNLESS the booth is using troop inventory and/or troop finances.
 - NOTE: Best practice would be to still have 2 adults present in case of accidents or needed breaks.
 - Caregivers are encouraged to register as a volunteer and submit a background check to help support the full troop experience.
- Premium booths require 2 Girl Scouts and thus 2 registered and background checked adults.

CREDIT CARD & MOBILE PAYMENTS

Using the Digital Cookie mobile app to process credit card/Venmo/PayPal payments is a quick way for customers to pay for their cookie booth purchases. Girl Scouts of Southern

Arizona will cover the fees for troop transactions using Digital Cookie. All other fees are the responsibility of the troop/Girl Scout family.

- How it works: First, the Troop/Girl Scout's Digital Cookie website must be set up and approved on a web browser. After that step is complete, download the app. The same email and password used to access Digital Cookie is the same to login to the mobile app. View the complete instructions on [our website](#).
- Once a user is logged in, they can see Girl Scout or Troop view. The Troop view is used to take sales on behalf of the troop at a booth. Use the Scan Card feature instead of typing all the details. **New in 2025:** fewer required fields for processing mobile payments, which means quicker check out times for your troop! Once the order is successful, an order confirmation screen will appear.

GETTING READY FOR YOUR BOOTH

Here's a handy checklist to make sure your troop is ready for an in-person cookie booth:

- Sign up in eBudde. All booths entered into eBudde are also included in the national Cookie Finder.
- Review the booth notes in eBudde for any special instructions for the location.
- Pack your supplies: Cookies (of course), a booth tally sheet, payments accepted flier, posters, a cash bag and change, pens, calculators, a table, and your smart phone for taking credit card payments. Want to be extra? A tablecloth, marketing display, plastic tubs to store cookies, and grocery bags are just a few additional items to have on hand.
- Remind girls to dress for the weather as most cookie booths are located outside.

DURING AND AFTER YOUR BOOTH

- Remember to bring your Girl Scout spirit! This means respecting the people and space around you while having a friendly and positive energy and, most of all, having FUN! Cookie booths are opportunities that come with important responsibilities. Be sure all attendees understand the expectations to be considerate, caring, friendly, and helpful. It's the Girl Scout Law after all!
- Track your sales using the tally sheet. Your Troop Cookie Manager will later enter them into eBudde using the Booth Sales Recorder. Quick tip: Be sure to count your cookie inventory and your cash/change before opening your booth, and then again at the end to make certain it all adds up!

GSUSA COOKIE FINDER TROOP SHIPPED-ONLY COOKIE SALES

All troops that set up their troop site in Digital Cookie will automatically be added to the GSUSA Cookie Finder, which helps customers find nearby cookie booths. Customers use the Find Cookies feature available at girlscoutsssoaz.org or at GirlScouts.org. Customers will see a list of local troops and can purchase directly from these troops for shipped cookie sales. If you are a Troop Cookie Manager, your only step at the end of the sale is to transfer these sales to participating Girl Scouts.

IN-PERSON COOKIE BOOTHS

- *Council-Secured booths* are arranged by GSSOAZ staff with our corporate and community partners. The sign-up process for these booths is shared at training each year.
 - Wait List: In eBudde there is an option to add yourself to the wait list for Council-Secured booths. If the troop currently holding the booth cancels, everyone on the wait list will receive an email notification that it is available.
- *Troop-Secured booths* are arranged by troops at local businesses or community centers/ events that don't have an existing partnership with GSSOAZ. Having your troop contact local businesses is an awesome way for girls to learn business strategy and people skills.
- *Cookie Stands* are booth sales on a person's property. Girls can participate solo or with other Girl Scouts and sell right from their yard!
- *Drive-Thru Booths* are where troops sell cookies at an outdoor location with customers driving up in their vehicles to purchase cookies. You'll arrange the location, the traffic flow, volunteers, and signage to draw customers in. Enter the drive-thru booth as a troop-secured booth in eBudde and note that it will be a drive-thru booth. All drive-thru booths must have a canopy, table and traffic cones and Girl Scouts must remain behind the table for safety.

HYBRID BOOTHS FOR PRE- PAID PICKUP OR DELIVERY

Troops can utilize the Troop Site links in Digital Cookie to allow customers to pre- pay online for in-person delivery or to pick up at an existing booth location. Orders must be reviewed and approved in the troop's Digital Cookie site within five days of the order.

No Matter Which Booth(s) You Participate In - **MAKE IT A LEARNING OPPORTUNITY**

Cookie booths are a great opportunity for girls to see what it's like to run a small business.

Assigning roles like greeter, order packer, change maker, etc. and switching them often can help the girls stay engaged, learn new skills, and grow confidence! Keep in mind, roles can always be adjusted depending on girls' interests. Remember to feature important information like your troop number, your troop's cookie donation recipient, your sales goal, and creative signage to draw customers in.

“What If” Scenarios

- *Another troop shows up at the same time:* Contact the Troop Cookie Manager to verify the sign up. Work together to find a solution, such as splitting the time or having one troop per door. Do not involve store management with any troop conflict.
- *You are approached by an upset customer or someone makes you uncomfortable:* Try to stay calm. Never argue or negatively engage with a customer. Alert security, if needed, and provide them with any details on the person. Report any incidents that involve security to GSSOAZ product staff.
- *Our Troop is unable to attend a council-secured booth:* Remove the reservation in eBudde as soon as possible. You must cancel the booth before the start time so it will be available for another troop to reserve.