GIRL SCOUT COOKIE PROGRAM TIPSHEET

Reserving & Releasing Cookie Booths

COOKIE BOOTH RESERVATIONS

The Product Programs team secures cookie booth partnerships with a handful of regional retailers. This includes Schnucks, Dierbergs, Wal-mart, Sam's Club, Lowe's, Kaldi's Coffee, and Five Below. This list is not exhaustive, and others may be added.

These booth time slots will be added to eBudde. To ensure fairness in the reservation process, there are dates when booths will open, and troops can secure one booth. They will become available for troop reservation on January 28 at 9 am. At this time, a troop may reserve one booth. On February 3 at 5 pm, troops can select one additional booth.

At 9 am on February 5, booths open freely. Please note that a troop may reserve no more than three booths at any one council-scheduled partner through February 9. For example, a troop can reserve no more than three Walgreens booths, regardless of location, until February 9 when limits expire.

Prior to all-council access, troops that earned the Early Cookie Booth Reservation Access incentive during Treats & Reads will be able to reserve one cookie booth.
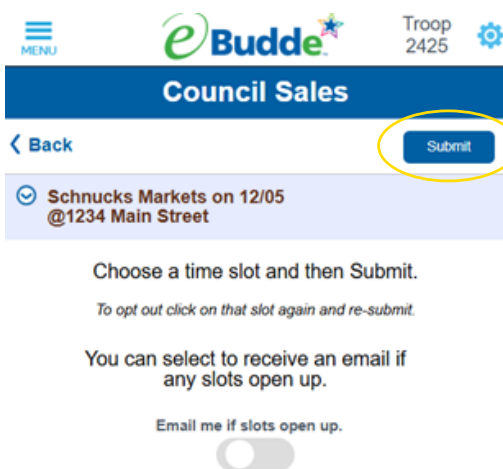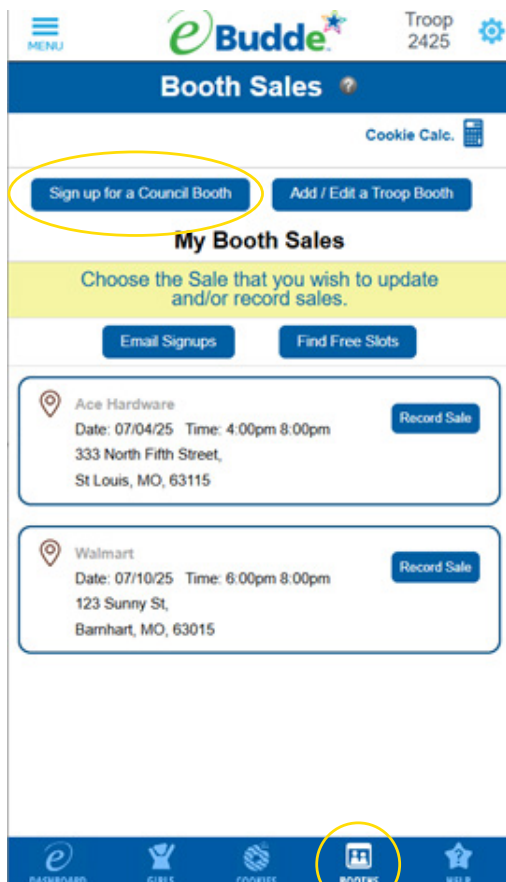
Troops will be able to preview available booths for the first booth round prior to reservation access.

In some years, much-desired booth partners may be unable to approve the partnership until closer to the reservation dates, or even after the first ones. If we must do an additional reservation round for these partners, troops will be notified via eBudde message.

girl scouts
of eastern missouri

Reserve a Council-Scheduled Cookie Booth:

1. Log into eBudde
2. Click on the Booth tab
3. Click Sign up for a Council Booth
4. Slots are listed by city/town. Click the drop-down menu for the desired location. You'll then see all sites.
5. Click on the desired business. Dates/times in green are still available
6. Click on the green date/time you want
7. Click on the empty space next to the time, under Troop. Your troop number will show up in green
8. Click Submit

Add a Troop-Scheduled Cookie Booth to eBudde (only for locations a troop has scheduled outside of council booth partner locations):

1. Log into eBudde
2. Click on the Booth tab
3. Click Add/Edit a Troop Booth
4. Click +Add
5. Key in the booth information
6. Click Save
7. Your booth will show as Pending until Product Programs staff approves it or rejects it. Requests are reviewed weekly
8. Requests could be rejected if they are at locations that are already council partners, another troop already scheduled a booth at the same location/date/time, or the booth does not meet guidance for appropriate location

Remember, all booth sales should be in girl-appropriate areas. Girl Scout guidance is that booths should not be held at locations a girl cannot legally patronize. This includes dispensaries, liquor stores, bars, etc.

EBUDDE VOLUNTEER TRAINING: TROOP BOOTH SALES

vr.girlscoutsem.org/TroopBoothSales

CANCELING/RELEASING A COOKIE BOOTH

It is common courtesy to release a cookie booth in eBudde if your troop will no longer be able to do the booth. There could be another troop on the waiting list for it. Additionally, when a booth is reserved in eBudde, it can come up in a booth search in the national cookie finder. We want to avoid customers coming out to a booth they found, only to see that no troop is present. To release a council-scheduled cookie booth, select "View Full Calendar" on the right side of your eBudde dashboard, a red "Release" button will appear next to the booth, selecting this will cancel your reservation and notify any troops on the waiting list.

If you have a troop-scheduled booth that is in eBudde, please be sure to let the booth site contact know you need to cancel or reschedule. Then, in eBudde, click on Booth Sites, click My Sales on the drop down. Find the booth you are canceling and click on it. Click Delete to remove it entirely from eBudde, or enter updated date and time information, then click Update.