

Booth Sale Instruction Sheet

Booth Sale Basics

- ★ Always check in with the store manager when you arrive. Find out where to set up your table. Be on time! Bring your store selling confirmation form with you, if applicable.
- ★ Wear uniforms, Girl Scout t-shirts or Girl Scout pins.
- ★ Maintain adequate Girl Scout/adult ratio at all times. Two girls and two adults are the maximum number allowed. Remember, girls need to be present at all booth sales. This is a GSUSA national requirement listed in Safety-Wise.
- ★ Display courteous manners at all times. Smile! Be assertive but not aggressive.
- ★ Always smile and say "Thank You" to everyone, even if they do not make a purchase.
- ★ Do NOT go into stores or wander too far from your table to sell products.
- ★ Create a poster and display showing what your troop goal is and what you plan to do with the troop proceeds.
- ★ Do not block doorways.
- ★ Respect the business or organization's property.
- ★ Remove all trash from the area and take it home. Do not use the property's trash receptacles.
- ★ Keep your booth area as neat and organized as possible.
- ★ No eating, drinking or chewing gum allowed at the booth.
- ★ If possible offer samples of your newest product.
- ★ Carry cash box with about \$30 - \$60 in change. Do not go into the stores for change. Keep the box in a safe location and well supervised.

HANDY TIPS

- ★ All girls participating in the booth sale must have a signed Parent Permission Form.
- ★ Have a contact person with your troop phone list available to contact parents of the girls at the sale in case of emergency.
- ★ Keep accurate records of your sales. Note how many products you started out with and how many you have left at the end of the sale.
- ★ Deposit money into the group bank account ASAP after each booth sale.
- ★ Be sure to record the number of items sold to give credit for products sold during the sale.

BRING WITH YOU

- ★ Nut & Candy Products
- ★ Record keeping forms
- ★ Cash box with change
- ★ Create a poster depicting your group goal and what your group plans to do with the proceeds, to display for your customers. Bring tape with which to hang it.
- ★ Table, table cover & chairs
- ★ Courteous Manners and ENTHUSIASM!

