girl scouts

Booth Inventory Sheet

Be sure to plan for the weatherinyourarea andinclude umbrellas,sparescarves,gloves,and handwarmers as necessary. Booths should not block a store entrance or exit.

- Table
- Chairs
- Tablecloth, displays, and signage
- Pop-ups, if allowed
- Change—be sure to take cookie price into consideration when determining how much change to bring
- Money pouch or cash box
- Technology for processing electronic payments (cell phone, card readers)
- Cookies
- Bags/boxes for large customer orders
- First-aid kit
- Required approval paperwork or documentation (i.e., approval forms, sign-up confirmation, permission forms)
- Inventory worksheet

Booth Location: _____ Date: _____ Troop #: _____

Cookie										
Price	$____	$____	$____	$____	$____	$____	$____	$____	$____	$____
Starting Inventory										
Packages Sold (Use Tally Marks)										
Donations (Use Tally Marks)										
Ending Inventory										
Total Packages Sold										

Girl Scout on Duty	Start Time	End Time

Adult Supervisors

Ending Cash	
Starting Cash	–
Total Cash Collected	=
Credit Cards/Paypal/Venmo	+
Checks	+
Total Money Collected	=
Expected Total Amount (= packages sold x price per package)	–
Over/Short Money Collected for Boxes Sold	=

Notes:

Adult Signature: