

Before you start:

1. Count the number of packages of each type of cookie and confirm your counted total matches the total you were provided for today's booth.
2. Count the cash on hand in the money pouch or lock box and confirm your total matches what you were provided.
3. Note any discrepancies between your counted totals and the amounts provided.
4. Sign the Initial Checklist form.
5. Log into Digital Cookie and select the appropriate booth.
6. Keep all cash in the money pouch or in the lock box.

After your booth or booth shift:

1. Complete the Final Checklist Form.
2. Count the number of remaining packages.
3. Copy the Total Remaining Boxes to the Initial Checklist for the next shift, if applicable.
4. Place \$\_\_\_\_ starting cash in the money pouch or lock box.
5. Seal all forms and all cash and check sales into the provided envelope and fill out the information on the envelope.
6. An assigned booth adult must sign the envelope.
7. Return the sealed envelope:
  - a. If you are the final booth shift, to \_\_\_\_\_ with the remaining cookie boxes, along with any of the previous shift's envelopes.
  - b. To the registered adult assigned to the next shift with their initial checklist.

Thank you for your assistance and support!

# Cookie Booth Initial Checklist

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

Location: \_\_\_\_\_

Registered Adults: \_\_\_\_\_

Cookie Type	Number of Cases	Number of Packages	Total Packages
Adventurefuls	__ x 12		
Exploremores	__ x 12		
Lemonades	__ x 12		
Trefoils	__ x 12		
Thin Mint	__ x 12		
PB Patties	__ x 12		
Caramel Delites	__ x 12		
PB Sandwich	__ x 12		
Caramel Chocolate Chip	__ x 12		
<b>Total</b>			

Names of Girls

Cash on Hand	Initial Amount
\$1 bills	
\$5 bills	
\$10 bills	
\$20 bills	
<b>Total</b>	

Please make sure that all Pre-Booth totals match the amounts that were provided by your Troop Cookie Team!

Note any discrepancies here:

Signature: \_\_\_\_\_

# Cookie Booth Final Checklist

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

Location: \_\_\_\_\_

Registered Adults: \_\_\_\_\_

	Adventurefuls	Exploremores	Lemonades	Trefoils	Thin Mint	PB Patties	Caramel Delites	PB Sandwich	Caramel Choco. Chip	Donations
Total Number of Initial Packages (from Initial Checklist)										
Total Number of Packages Remaining										
Total Boxes Sold (Packages Remaining – Initial Packages)										
Cost per Package	\$6	\$6	\$6	\$6	\$6	\$6	\$6	\$6	\$6	\$6
Cost of Packages Sold	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

<b>Total Packages Sold</b>	
<b>Total Cost of Packages Sold</b>	\$

<b>Cost of Packages Sold</b>	
<b>Total Sales</b>	
<b>Do the totals match?</b>	

Cash on Hand	
\$1 bills	
\$5 bills	
\$10 bills	
\$20 bills	
\$50 bills	
\$100 bills	
<b>Total Cash</b>	

Total Cash on Hand	
Total Initial Cash	
<b>Total Cash Sales (Total Cash – Initial Cash)</b>	

Total Cash Sales	
Total Credit Sales	
Total Check Sales	
<b>Total Sales</b>	

Signature: \_\_\_\_\_

# Cookie Booth Envelope

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Location: \_\_\_\_\_

Registered Adults: \_\_\_\_\_

## Items Enclosed:

Initial Checklist

Final Checklist

Cash from Sales – Amount Enclosed: \$ \_\_\_\_\_

Checks from Sales - Amount Enclosed: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Return the sealed envelope:

\*If end of cookie booth, return to \_\_\_\_\_ with the remaining cookie boxes and the cookie booth set-up

\*If another shift: return to registered adult for next shift with Initial Checklist

If you have any questions, please contact your Troop Cookie Team:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_