

Troop Cookie Booths

How to Find and Secure Troop-Arranged Booth Locations

- Contact friends or family business owners or places you do business with to see if they will allow you to set up shop at their location.
- Check out locations in high-traffic areas that have a safe space for a booth and ask to speak with the manager or owner.
- Consider places of worship, school sporting events, assisted living facilities, and other community events or venues.
- Look for open parking lots and contact the property or leasing manager for approval to host a drive-thru booth.
- Ask businesses when their busy times are, and see if you're able to set up a booth during those times.
- Booths can be set up indoors or outdoors, whichever is most convenient for the business.
- Remind businesses that approved locations in our eBudde system will connect with the online Cookie Finder to help drive consumers to their location too.
- Be sure to check out the list of businesses in eBudde that are council booth locations. Do not contact these businesses since they have already approved dates and times with council.
- Know where council booths are located so that you do not schedule a troop booth next door or too close by.
- Work with other troops in your area to share timeslots at successful locations!

Setting up a Troop-Arranged Booth in eBudde

- After obtaining approval from a location, submit the location for approval in eBudde at least 36 hours prior to the booth date.
- Click on Booth tab
- Select "My Sales" from the drop-down menu to the right
- Click "Add a Location"
- Enter location information and click "Add"
- Your booth will show as pending until it has been reviewed by the SU Cookie Chair. You will receive email confirmation of approval or denial. If denied, a reason will be included in the email. Approvals will show in green, denials will be in orange.
- If you do receive approval in a timely fashion, please contact your SU Cookie Chair or Council for approval.

The screenshot shows the 'Booth Sites' tab in the eBudde system. At the top, there are navigation tabs: 'Txn Pickups', 'Cookie Exch', 'Rewards', and 'Booth Sites'. Below the tabs, there is a dropdown menu labeled 'My Sales' with a downward arrow. The main form area is titled 'Business Name:' followed by a text input field. Below this is a section titled 'Location and Contact Info' with a 'Map' link. The form includes fields for 'Addr:', 'Addr2:', 'City:', 'ST:', 'Zip:', 'Contact:', 'Phone:', and 'eMail:'. At the bottom, there are fields for 'Sale Date:', 'Start:', 'End:', and 'Approval' (a dropdown menu). A note at the bottom of the form reads 'Format: 10/25/2011 for dates 9:00am for times.'

Tip: It's always a good idea to let the SU Chair know that you listed a booth and are awaiting approval.