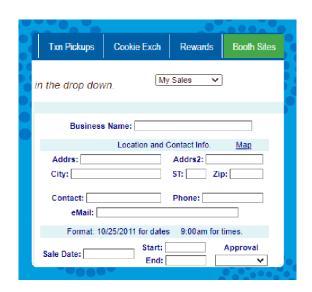
## Troop Cookie Booths

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 manageror owner.
- · Consider places of worship, school sporting events, assisted living facilities, and other community events or venues.
- $\cdot Look for open parking lots and contact the property or leasing manager for approval to host a drive-thru booth. \\$
- · 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.



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