

TROOP # _____

2025 COOKIE BOOTH INVENTORY TRACKING WORKSHEET

Cookie Booth Manager (CBM)/Leader _____ Parent _____

This worksheet can be used to record cookies and money transfers for each Cookie Booth shift. Follow the instructions below for transferring cookies and money between shifts. It can also be used to track Troop to Girl transfers of Cookie Booth cookies. To credit participants with packages sold, use the *Booth Divider* in *SmartCookies* to divide the Total Packages Sold by the number of participants working the shift and record troop to girl transfers.

To record cookie and money transfers for your Cookie Booth shift:

1. Record *date, time and location* of your shift.
2. Record *Initial Inventory* (number of packages received for the Cookie Booth shift) and sign a receipt for cookies.
3. Count money in cashbox, record *Initial Amount in Cashbox* and sign a receipt for the money.
4. If cookies are restocked during the shift, record *Qty. Added* and sign a receipt for the additional packages.
5. After the shift, record the *Qty. Returned* and calculate the *Total Pkgs. Sold* and *Total Money Collected* *seperated by Cash, Credit Card & Donations*
6. Return cookies and cashbox to CBM/Leader and sign receipt for cookies returned AND *Final Amount in Cashbox*.

Date: _____ Time: _____ Location: _____

	adventure-fuls™	toast yay!™	lemon-ades®	trefoils®	thin mints®	peanut butter pattis®	caramel deLites®	peanut butter sandwich	CCC-Gluten Free	Total Pkgs.
Initial Inventory										
Qty. Added (if applicable)										
Qty. Returned to troop										
Total Pkgs. Sold (Initial + Add - Returned)										
Initial Amount in Cashbox										
Total Cash Collected (Total Pkgs. Sold X \$6.00)										
Total Credit Card Payments (Total Pkgs. Sold X \$6.00)										
Total Donations Collected										
Final Amount in Cashbox (Initial Amount + Cash & Donations Collected- Credit Card payments)										

Girl Scout's Name	Total Pkgs.

To track Cookie Booth sales by Girl Scout, use the *Booth Divider* in *SmartCookies*. This will divide the Total Pkgs. Sold by the number of Girl Scouts working the shift, and credit each girl for the sales. For total packagegs that do not divide evenly by the total participants, adjust girl totals by variety to credit any extra packages not credited by the Booth Divider.

