Cookie Booths and What to Expect

Preparing for Cookie Booth Sales

Cookie Booth Preparation

- Have each caregiver sign a permission slip for their daughter(s).
- Have a completed Health History form for all girls.
- Bring a card table and chairs (for adults only).
- Keep booth times age appropriate.
- Take a money box and change (about $100 in change).
- Take an adequate supply of the best-selling cookies. Recommended minimums: 2-3 cases of Thin Mints, Tagalongs, and Samoas, and 1-2 cases of other varieties. Local service unit volunteers can also provide guidance on the suggested number of cookies.
- Bring display posters of service project goals.
- Bring general supplies, including trash bags, pens, tape, calculators, and a first-aid kit.
- Always keep money and/or money box out of sight.
- Count packages and money **BEFORE** and **AFTER** the cookie booth begins and ends. Balance out your booth before starting another one, ideally immediately after the booth event.
- Use the Cookie Booth Sale Worksheet to maintain accurate information on the booth, available at gswcf.org/cookies.

Setting Up

- When setting up booths, do not set up a booth sale in a non-approved location. Always contact the service unit cookie manager if there are questions.
- Decorate and market the booth appropriately to attract customers.

Cookie Booth Etiquette

All Girl Scouts must follow the rules and guidelines listed on the Caregiver Permission and Responsibility Agreement and Girl Scout Cookie Family Guide. The regulations are designed to ensure Girl Scout safety, excellent customer service, and promote a successful, fair, fun, and safe cookie season.

- A minimum of two registered and background-screened adults and at least one registered girl must be present at booths.
- Siblings or tag-a-longs may not attend.
- Sell cookies for the correct price. GSWCF sells all cookies for $6 per package. Do **not** discount prices, offer promotions such as two for one, or sell a package for more than $6.
- Arrive and leave on time. Please pack up five minutes before the end of the shift in order to allow the next booth participants time to set up. *Remember to be a sister to every Girl Scout.*

- Booths should be set up at a minimum of 15 feet from entrances or exits or remain in the location designated by the store.
- Booths at Publix locations must conclude by 7 p.m.
- Store locations cannot grant permission to stay later than the allotted time, as GSWCF has agreements with corporations for specific dates and time.
- **Store managers may cancel booths for any reason. If a store manager asks booth attendees to leave the store location, do so immediately. Politely thank the store manager and notify the service unit cookie manger or Product Program Department.**
- Do not ask the store location to make announcements regarding booth sales.
- Girls should allow entering or exiting customers to approach them. Never approach customers as they enter or exit the store.
- Girls are responsible for selling the cookies. Adults are there to provide guidance and handle money for younger Girl Scouts.
- Donation jars are not allowed anywhere on or near the booth.
- Do not allow girls to write on store property (walls, garbage cans, etc.).
- Girls must remain near their booths at all times; no running around or approaching people inside the store location.
- Girl Scouts should be polite and never yell to customers to attract sales, block access to the store entrance, or use aggressive sales techniques. Use indoor voices; megaphones or whistles should not be used to attract attention to a booth outside a business.
- Eating and smoking are not permitted at booth locations.
- Keep cell phone use to a minimum and focus on customer engagement.
- Remove all trash (including empty cookie boxes) yourself. Store trash receptacles are not for public trash or recycling.
- Before leaving the location, one girl and one adult should thank management at the store.

Maintaining Etiquette

If Girl Scouts and/or troops (including troop caregivers) do not follow the established rules and guidelines, they may be disciplined in one or more of the following ways:

- Verbal counseling regarding any booth-etiquette offense.
- Removal from troop's next scheduled council-level booth location.
- Girl Scouts or troops will not be allowed to hold any further cookie booths at council-level booth locations for the season.
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Our Responsibility

Remember, we are all responsible for the reputation of GSWCF and the value of the Girl Scout movement. Demonstrate character and help protect the council's reputation and maintain strong relationships with the businesses that support GSWCF through cookie booth opportunities.