

Booth Sale Guidelines

Booth sales are a privilege granted to us by local merchants. If abused, even unintentionally, this could cause all Girl Scouts to lose the opportunity for booth sales at these locations permanently. Girls and adults need to be careful and considerate of the merchant's property and customers. Make sure to remind troops, girls, and parents of the guidelines below.

Guidelines for ALL Booth Sales, Including Parent/Daughter

- All Girl Scouts must wear their Girl Scout Uniform at booth sales to officially represent the Girl Scout Movement.
- Girls Scouts may only sell GSOC cookies at booths (girls and troops should not promote or sell anything at a booth other than GSOC cookies or other Council's products).
- All booth sale sites must be secured and scheduled through the Service Unit Booth Sale Coordinator.
- Annual Permission slip covers all booth sales.
- Have permits on hand if required by the city- check with the Booth Sale Coordinator.
- Print and bring copies of the *Booth Sale FAQs* and prep girls to answer questions.
- Be at the booth sale location ready to set up at the reserved time.
- Follow store guidelines provided by the Service Unit Booth Coordinator.
- Ensure that both the girls and the table are not blocking traffic going into or out of the store.
- Settle all disputes politely and calmly in the Girl Scout manner.
 - Do not involve the store manager
 - Contact your Booth Sale Coordinator immediately if there is a problem
 - SU Booth Sale Coordinators are to contact Council for escalated encounters or urgent matters
- Do not bring friends, siblings or tagalongs of any age.
- Cash and credit card payments are acceptable along with other payments of your choosing.
- Money must never be kept on the Cookie Booth table, it must be safeguarded by an adult at all times.
- As money accumulates, money must be concealed and stored safely in the trunk of a car.
- Use a counterfeit detection pen and light. Do not accept anything larger than a \$20 bill.
- Remove all boxes and trash before leaving booth site and dispose at home.
- Display the Prop 65 card located on GSCookiesEtc.org.
- Print out, read, and bring copies of both the *Booked Booth Sales* and *Booth Sale Location* reports.

The Girl Scout Uniform

Girl Scouts from each grade level should have one official uniform item to display badges, pins, awards, and other insignia.

- Sash, Vest, Tunic
- Official pins and awards
- Girl Scout gear and attire
- Khaki pants/skirt

**Girls may wear warm weather clothing when weather is cold*

Adults at booths are encouraged to wear a Girl Scout gear to show their pride in the movement.



If you NEED to cancel a booth sale you must cancel in ABC Smart Cookies 48 hours prior to scheduled booth. This will open the time slot to other troops and the Booth Locator will not advertise an empty location to customers. **For emergency cancellations after the deadlines above, the troop must also notify your Booth Sale Coordinator.**

More Booth Sale Guidelines

Additional Guidelines for Troop Booth Sales

- Two adults who are registered and have passed the background screening are required at troop booth sales to supervise girls, money, and cookies.
- Divide booth sale times into shifts and adjust shift length as needed to fit girls' attention spans.
- Follow store guidelines. Most stores prefer no more than two girls at a door at a time.
- Make deposits into troop's bank account immediately after booth sales to ensure the money is safe.
- Divide the number of items sold at a booth sale fairly among the girls participating.

Additional Guidelines for Parent/Daughter Booth Sales

- Parent/daughter teams consist of one legal adult guardian and their Girl Scout daughter(s).
- Anything beyond one parent and their Girl Scout daughter(s) at a booth sale is a troop activity and must meet safety guidelines requiring at least two screened adults.
- Parent/daughter teams may run a booth sale for their troop provided it is reserved by their Troop Product or Cookie Coordinator. Allow for time between shifts for rest and meal breaks.
- Troop Product/Cookie Coordinator and parent must determine in advance if the products being sold are to be girl additional sales (where the family is responsible for all product taken) or troop booth sale units (which can be returned to the troop). If it is determined that the products are troop booth sale units, then the parent attending the booth sale must be a Troop Helper and have passed the background screening.
- Parent/Daughter booth sales will be held to the same etiquette standards as troop booth sales.

Adult Online Booth Sale Training

All adults participating in booth sales must complete Adult Online Booth Sale Training (even for parent/daughter booth sales). Troop Cookie Coordinator assigns adults, collects training certificate, and conducts safety-briefing providing adults with any reports or permits needed.

Training will be available in February for the Cookie Program. See [GSCookiesEtc.org](https://www.gscookiesetc.org) under Resources & Forms for both training link and quiz.

NEW! ○ SU Booth Sale Coordinators will be able to use the Booth Sale Training Report to track who has taken training under Booth Sale Resources on [GSCookiesetc.org/cookies/volunteer-resources](https://www.gscookiesetc.org/cookies/volunteer-resources).

Adults or girls not following Girl Scout guidelines could result in negative consequences for the entire troop.

Service Unit Booth Coordinators work together with Council staff to determine a fair and reasonable consequences when needed. The consequences could consist of but not limited to one or more of the following:

- Loss of girl rewards.
- Loss of troop rewards.
- Loss of future booth sales.
- Troop not being able to participate in future booth sale lotteries.