

2023 Cookie Program Booth Sale Guidelines

Booth sales are a privilege granted to us by local merchants. If abused, even unintentionally, 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.

Booth Sales are only permitted February 10 through March 12, 2023.

Guidelines for ALL Booth Sales Including Parent/Daughter

All adults participating in booth sales must complete online Booth Sale training, even for parent/daughter booth sales. This training can be found at gscookiesetc.org/cookies under Booth Sale Resources.

- ◆ All Girl Scouts should wear **Girl Scout Uniform** at booth sales to officially represent the Girl Scout Movement. Girl Scout uniform consists of:
 - * Tunic, Sash, or Vest over designated official apparel or over a white shirt and khaki pants or a skirt.
 - * Adult Girl Scouts at booths are encouraged to wear a Girl Scout shirt to show their pride in the movement.
- ◆ Girl Scouts may only sell GSOC cookies at booths. Girls should not promote or sell anything at a booth other than GSOC products or sell another Council's products.
- ◆ If booth sales are marketed by families through social media platforms, they should always be advertised through accounts set to "private" where only family and friends will see the location (not Social Media sites open to anyone).
- ◆ ALL booth sale sites **MUST** be secured and scheduled through the Booth Sale Coordinator.
- ◆ A permission slip is required for **ALL** booth sales.
- ◆ Have permits on hand if required by the city. Check with the Booth Sale Coordinator.
- ◆ Be at your booth sale location, ready to set up, at your reserved time.
- ◆ Print out, READ and BRING copies of **BOTH** the *Booked Booth Sales* and *Booth Sale Location* reports. Also print & bring copies of the *Booth Sale FAQs* and prep girls to answer questions.
- ◆ Follow store guidelines (see notes section of the *Booth Sale Location* report).
- ◆ 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.
- ◆ **DO NOT** bring friends, siblings, or tagalongs of any age.
- ◆ Always remember to bring change. Money should be safeguarded by an adult. As money accumulates, place in a locked trunk of a car.
- ◆ Use a counterfeit detection pen and light. **DO NOT accept anything larger than a \$20 bill.**
- ◆ The online only cookie—Raspberry Rally— is only to be sold online and **not** in person at booth sales. If customers ask about purchasing this cookie, please share the direct ship link or enter in a direct ship order. It goes against business ethics to offer the online exclusive cookie at booths.
- ◆ Display the Prop 65 card, located on gscookiesetc.org/cookies, on the booth display.
- ◆ Remove all boxes and trash before leaving booth site and dispose at home.

Cancelling Booth Sales

- ◆ If you must 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.

Additional Guidelines for Parent/Girl Scout Booth Sales

- ◆ Parent/Girl Scout teams consist of one legal adult guardian and their Girl Scout.
- ◆ Anything beyond one parent and their Girl Scout at a booth sale is a troop activity and must meet safety guidelines requiring two screened adults.
- ◆ Parent/daughter teams may run a booth sale for their troop provided if it is reserved by their Troop Cookie Coordinator in ABC Smart Cookies. Allow for time between shifts for rest and meal breaks.
- ◆ Troop Cookie Coordinator and parent must determine in advance if the cookies 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 cookies are troop booth cookies, then the parent attending the booth sale must be a Troop Helper and have passed background screening.
- ◆ Parent/daughter booth sales will be held to the same etiquette standards as troop booth sales.

Girl Scout Safety

- ◆ Keep products off the table and use a girl created menu board for customers to use to make their selections.
- ◆ Money should be safeguarded by an adult. As money accumulates, place in a locked trunk of a car.
- ◆ Use bags for larger orders of products.
- ◆ Keep hand sanitizer/wipes available as needed.
- ◆ If a booth location no longer feels safe, immediately pack up and leave and alert your Service Unit Booth Sale Coordinator.

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

The consequences could consist of 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

