

2024 Cookie Product Program
Booth Sale Coordinator
Plan Book

OWN YOUR MAGIC



Service Unit #: _____

Service Unit Name: _____

<u>System</u>	<u>ID</u>	<u>Password</u>
Volunteer Resource Link found on gscookiesetc.org	N/A	Magic24
Abcsmartcookies.com		

www.gscookiesetc.org

Check the Cookie Program Website daily for the latest information regarding the product programs.

Girl Scouts of Orange County

9500 Toledo Way, #100

Irvine, CA 92618

GSOC Office Hours:

Monday-Thursday, 8am-6pm

Closed Fridays, Saturdays, Sundays, and major holidays

Questions during the Cookie Program?

Emailing CustomerCare@GirlScoutsOC.org is the fastest and most efficient way to connect with us.

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Dates and Quick Checklist

Before the Program Begins

- September—October**
- Select your role in MyGS
 - Register for Service Unit Booth Sale Coordinator Training
 - Review the Service Unit Bonus requirements
- November 1**
- Participate in the Service Unit Booth Sale Coordinator webinar training
- November 2**
- Begin securing booth sale locations for the Service Unit
- November 2**
- Make up Service Unit Booth Sale Coordinator webinar training
- November 30**
- Booth Sale Plan due to Council
 - Remind troops of any special privileges or requirements
- Dec 5—Jan 9**
- Continue securing booth sale locations
 - Conduct Service Unit Booth Sale Lottery
 - Use Booth Sale Spreadsheet to list booth locations, times, and dates
- January 9-17**
- Begin to upload booth sale locations, times, and dates into ABC Smart Cookies
 - Continue to update booth sale locations as secured and troop assignments into ABC Smart Cookies and the Booth Sale Spreadsheet.
- January 14** Cookie Program—Cookie online pre-order and sales begin
- January 17**
- All booth sale location information must be uploaded into ABC Smart Cookies
 - Booth Sale Spreadsheet due to Council
 - Super Booth Sale Form due to Council
- January 18- 21**
- Review booth sale assignments for accuracy
- January 22-30**
- Troops run Booth Sale Reports to check accuracy of lottery assignments
 - Continue to update booth sale locations as secured and troop assignments into ABC Smart Cookies and the Booth Sale Spreadsheet

Dates and Quick Checklist

During the Program

- January 28** **Girl Delivery and Cookies in-hand selling begins!**
- January 31-
February 1** Troops start to book their own booth sales online using ABC Smart Cookies.
 Fall Product Bonus troops have early access on January 31.
 Open to all troops on February 1.
- February 9** **Booth sales begin!**
- TBD** National Girl Scout Cookie Link Program Begins (more information coming soon)
- March 9-10** Super Booth Sale Weekend
- March 10** **Cookie Program ends!**
Booth sales end!

After the Program

- March 11-31** Additional booth sales for troops with inventory remaining may be authorized. (Do **NOT** include these shifts in lottery)
 Send Thank Yous to store and property managers.
 Begin recruitment for next year!

Resources for Throughout the Program

- Dec—March** Sample Letters (pages 14-16)
Resources and Other Updates (pages 31-31)
Cookie News (page 31)
[ABC Smart Cookies](#)
Www.GSCookiesETC.org

BSC Responsibilities Overview

Best practice: Service Unit Booth Sale Co-Coordinators share the role to divide the responsibilities.

Service Unit Booth Locations (People Skills Volunteer):

- Work with store and property managers to secure booth sale locations.
- Run Booth Sale Lottery.
- Answer volunteer questions, provide tips to troop volunteers, etc.
- Share Council communications with troops and troop volunteers.

Service Unit Booth Paperwork (Detail Oriented Volunteer):

- Secure forms (Certificates of Insurance, Facility Usage, Permits, etc.) as requested.
- Record assignments at Booth Sale Lottery.
- Upload and update booth sale locations into ABC Smart Cookies and the Booth Sale Spreadsheet
- Monitor online troop reservation

Both:

- Partner with Service Unit Cookie Team.
- Submit Booth Sale Plan with input from the Service Unit Cookie Team.
- Participate in all position-related training.
- Coordinate and supervise all arrangements for booth sale sites.
- Complete evaluation to provide feedback and make recommendations.
- Complete the membership and background screening process.

As the Booth Sale Coordinator, you have a very important role in ensuring girls and troops have a successful Cookie Program experience.

Thank you so much for volunteering!



What is a Booth Sale?

What is a Booth Sale?

A booth sale is a product stand placed in front of a business, on a street corner, or in any public space. Setting up a product stand in any location other than in front of an Orange County residence (parent, grandparent, aunt/uncle, or family friend's home, etc.) is considered a booth sale and is only allowed during the booth sale period.



Only Service Unit Booth Sale Coordinators or their designees may arrange for booth sale locations and assign them to troops. The Booth Sale Coordinator secures the sites by working with the property managers and stores to ensure permission and insurance requirements are met.

Booth Sale Coordinators must also ensure any locations on public property that have been approved by the local government. Booth sales can be held in girl friendly and appropriate places where large groups of people gather. Service Unit and Council boundary lines must be respected. Please refer to the Service Unit map(s) on the [Volunteer Resources Link](#) (found on [GSCookiesEtc.org](#))

Can we have a booth sale on a street corner?

Yes, but only if the location is safe for girls and customer vehicles and if you, the Booth Sale Coordinator, have verified the city and/or homeowner's association will permit it.

Can we have a booth sale or a rolling sale at the beach?

It may be possible, the Booth Sale Coordinator must check with the city first. *Rolling sales are not allowed on the beach or downtown Huntington Beach. See next page for more information on rolling sales.*

Can we have booth or rolling sales on a college campus or place of worship?

Yes, if the booth or rolling sales are arranged through the Booth Sale Coordinator to ensure that all permission and insurance requirements are met.

Can we have a Booth Sale at Family-Owned Businesses?

Yes, if a family member of a troop has a business within Orange County, the troop or girl may be permitted to have a booth sale at their business provided they receive permission from the Booth Sale Coordinator where the business resides. Ideally, the business will allow other troops from the Service Unit in which it resides to have some booth sales there too, **but it is not a requirement.**

- Both Service Units must be contacted if a troop is selling in front or inside of a business owned by a family member (both the girl/troop's Service Unit and the Service Unit where the business resides).
- A troop may only sell to customers at a family business during the booth sale period.
- All booth sale rules and safety guidelines apply. This includes adult/girl ratios for supervision, dates of the booth sale period, and staying within the Orange County Council boundaries.
- Girls may not set-up a display within a family business to market products to customers when the girl is not present. However, girls and troops may post an advertisement of their upcoming booth sale.

Other Type of Sales

Product Stands, Rolling Sales, Walkabouts, and Caravans are NOT Booth Sales.

Type of Sale	Who?	Where?	When?	What is needed?
<p>Cookie Stand</p> <p>Stand set up only on Orange County residence (parent, grandparent, aunt/uncle, family friend's home, etc.)</p>	Parent/daughter team/Troop*	Orange County residence (parent, grandparent, aunt/uncle, family friend's home, etc.)	Throughout entire program period	<p>Permission from city and homeowner's association.</p> <p>Some cities require that girls and troops carry copies of GSOC's Solicitation Permit (see page 30).</p> <p>*Troops may participate in Cookie Stands when Boothing begins during the program;</p>
<p>Rolling Sale</p> <p>Putting products in a wagon and doing direct sales to customers, by going door-to-door.</p>	Troops or parent/daughter team	Orange County residential neighborhoods only	Throughout entire program period	<p>Troops need permission slip but parent/daughter teams do not.</p> <p>Some cities require girls/troops to carry a copy of GSOC's Solicitation Permit (see page 30).</p> <p>Must Secure through SU Booth Sale Coordinator.</p>
<p>Walkabout</p> <p>When Girl Scouts work together to map out then walk a neighborhood selling products door-to-door.</p>	Troops	Orange County residential neighborhoods only	Throughout entire program period	<p>Permission slip required.</p> <p>Some cities require girls/troops to carry a copy of GSOC's Solicitation Permit (see page 30).</p>
<p>Caravan</p> <p>Older Girl Scouts go door-to-door with a buddy while the supervising adults follow in a car with the products.</p>	Cadette, Senior, and Ambassador troops	Orange County residential neighborhoods only	Throughout entire program period	<p>Permission slip required.</p> <p>Some cities require girls/troops to carry a copy of GSOC's Solicitation Permit (see page 30).</p>

Booth Sale Plan

Booth Sale Plans are to ensure that your Service Unit knows and understands their map boundaries. Booth Sale Plans also help to plan out the Booth Sale Lottery process. Please note that Booth Sale Coordinators must submit Booth Sale Plans with input from entire Service Unit Cookie Team.

Booth Sale Boundaries

Booth sales can be held at nearly any place where large groups of people gather. Service Unit and Council boundary lines must be respected. Please refer to the Service Unit map(s) on the [Volunteer Resources](#) page (found on GSCookiesEtc.org).

- First, review your Service Unit’s map. Where are past locations? Any newly developed areas?
- Do you foresee any issues that may need to be resolved or have any concerns?
- Do you think you will be permitting another Service Unit to use one of your sites?
- Do you want to ask another Service Unit to share one of their sites?
- Does your community have any special or unique requirements?
 - For example, Huntington Beach requires a “special beach permit” to sell along beach side of PCH, but won’t allow sales on the beach or downtown area; Coto de Caza allows stands on the side streets, but not the main roads.

Booth Sale Lottery

- Next, determine if your Service Unit has a history of special privileges or requirements.
- Special privileges or requirements can include the following:
 - Booth Sale Coordinator gets first pick.
 - Service Unit Team members are entitled to have their troops drawn prior to other troops.
 - Troops who participated in the Fall Product Sale get to pick first.
 - Troops with travel plan on file get an extra pick.
 - Troops with 20+ girls get entered into the drawing twice.
- Determine if you want to change, add, or delete any existing privileges or requirements.

Service Units need to submit a Booth Sale Plan for every Cookie Program. Submit the completed Cookie Booth Sales plan to: Cookies@GirlScoutsOC.org by **Wednesday, November 30, 2023**.

IMPORTANT

Booth Sale Plans for Cookies are due to Council on November 30, 2023

Finding Booth Sale Locations

Find out what booth sale locations your Service Unit has used in the past. Check with your Service Unit Team from both past and present Cookie Programs. Booth sales can be held at nearly any place where large groups of people gather.

Service Unit and Council boundary lines must be respected.

Please refer to the Service Unit map(s) on the [Volunteer Resources Link](#) (found on GSCookiesEtc.org)

Here are some ideas and suggestions for finding new venues:

Traditional Venues:

- Grocery stores
- Retail stores
- Restaurants (all types)
- Shopping malls
- Banks
- Hardware or home improvement centers
- Membership stores like Sam's or Costco
- Coffee houses (Starbucks, Peets, etc.)

Local Events:

- Food truck gatherings
- Art shows
- High school athletic games or tournaments
- College athletic games
- High school, college, or local theater productions
- Sporting events
- Community events/festivals
- Craft sales
- Garage/rummage sales

Additional Retail Venues:

- Car dealerships
- Car washes
- Convenience stores
- Department stores
- Farmer's markets
- Hair and nail salons
- Post offices
- Movie theaters
- Fast food, yogurt, ice cream, and bagel shops, pizza places
- Tax preparation locations
- Auto repair or oil change shops
- DMV
- Legal offices
- Accounting offices
- Bowling alleys

Other Possible Venues to Look Into:

- Schools
- Places of worship
- Commuter stations
- Manufacturing facilities at lunchtime
- Downtown office buildings
- Suburban office parks
- Drive-through booths in empty parking lots
- Retirement community, apartment complex, or mobile home park (possibly in an activity room on a Saturday afternoon)

Corporate Agreements

GSUSA – Walmart



GSUSA has facilitated an Corporate Agreement with Walmart for the 2024 Cookie Season. Below is what we know at the time of the printing of this book.

Volunteers are NOT to approach any Walmart stores to secure booth sales. This will be done by the council staff using Walmart’s online reservation system.

Please note, Service Unit Booth Coordinators may approach Sam’s Club as they are not included in this online reservation system.

Other information about Walmart Booth Sales:

- A total of 14 days per location throughout cookie season with no more than 3 consecutive days
- Walmart may have booth sale blackout dates during our booth sale period.
- GSOC will book every Fri-Sun of the booth sale period excluding any blackout dates.
- Council will send info to the Booth Sale Coordinator as Walmart sites are confirmed
- Booth Sale Coordinator add it to their booth sale spreadsheet and lotteries
- Booth Sale Coordinator upload to ABC cookies

More information to come!

GSOC – Stater Bros. Stores



Similar to previous years, Stater Bros. has again requested GSOC staff facilitate agreements with representatives from their corporate office. They have a very specific and lengthy booth sale application process. We are in the process of meeting their requirements and working with our Stater Bros. representative to gain approval for each location in Orange County.

Council will contact you with updates as they are received and also post a list of approved Stater Bros. locations on the [GSCookiesEtc.org/Cookies](https://www.gscookiesetc.org/Cookies) under Resources and Forms. If a location in your Service Unit is approved, please then reach out to the Store Manager to schedule days and times for booth sales.

Make sure to include any secured locations on your Booth Sale Spreadsheet.

After the Sale

Show your appreciation to the store and property managers for allowing us to have booth sales at their location with a thank you card and a free box of cookies!

Printable versions of the thank you cards pictured here can be found on [GSCookiesEtc.org/Cookies](https://www.gscookiesetc.org/Cookies) under Resources and Forms.

Try to obtain a photo of girls in uniform in front of your booth sites showing the store name. Include these in your Thank You and also



Discovering New Locations

You are only limited by your imagination! Don't just rely only on locations that your Service Unit has used in the past. There is a huge quantity of information online or in print that can help you find new opportunities!

How can you determine whether a site has high traffic? ASK!

The manager of a local business, the public relations office of the mall, or the personnel office of a corporation should be able to tell you. If not, hang out for a bit and see for yourself!

Girl Scout Contacts

Your Troop Product/Cookie Coordinators may know of new venues in their neighborhoods or may know the contacts for locations you are trying to secure. Don't forget to include them in the process.

Local Community Calendars

Review these online or in print to find community events and festivals. Calendar listings usually include the contacts you need to set up booth sales.

Local Newspapers and Community Publications

- Review the calendar of events online or in print for possible locations.
- View their local advertisers. They are possible partners for locations.
- Read articles in the local business section about new businesses. They may be willing to partner for new exposure to their businesses.

School, City, or Athletic Association Websites

Review the calendar of events for possible booth sale opportunities at performances, festivals, farmer's markets, games, or tournaments.

Local Business Journals

- Articles include information about local businesses.
- Events section lists local business events and business sponsors.
- Annual publication that lists all businesses and give a profile of the number of employees, annual income, type of business, number of locations, etc. Use this to target new businesses for booth sales.

Take a Walk

Visit shopping centers in your area to see if there are stores that have not been used before. Using different locations in the same center on alternating weekends may capture new customers!

Booth Host Form Letter

Use this letter to engage businesses to host a booth sale. An electronic copy can be found on the GSCookiesEtc.org/Cookies (Volunteer Resources Link).

[Date]

[Name]

[Title]

[Address]

[City, State Zip]

Dear [Manager's Name]:

The Girl Scouts of Orange County have identified your business as a great site for a Girl Scout Booth Sale. As a manager, your focus is making your business successful, and hosting Girl Scout Booth Sales can help you achieve that success.

Girl Scout Booth Sales can help your business by:

- Increasing the number of Girl Scout family customers at your business.
- Providing free opportunities to promote your business with newspapers, radio, television, and websites.
- Bringing new customers to your business through exposure on our Booth Locator listing your business name, address, and directions to your location.

Girl Scout Booth Sales also support your community because:

- All of the proceeds from Girl Scout product programs are retained and spent in your community.
- They teach girls valuable life and leadership skills that are essential for success in the 21st century.
- They help girls discover their community, connect to their community leaders and take action to make the world a better place.

Hosting a Girl Scout Booth Sale makes your business successful, your community successful and the girls successful. Choose success. Be a Girl Scout Booth Sale host. I will be calling you in the next few days to discuss possible dates and times for a booth at your location.

Thank you for your support,

[Booth Sale Coordinator Name]

Booth Sale Coordinator

Property Management Letter

If a business declines to host a booth sale due to concerns about how the property manager would react, use this sample letter to initiate dialogue between you and the property manager. Also include a copy of the Booth Sale Etiquette Pledge with the letter. An electronic copy can be found on the GSCookiesEtc.org/Cookies (Volunteer Resources Link).

Dear [Name],

The Girl Scouts of Orange County would like permission to operate a booth sale on your property at [Location] during our upcoming annual cookie program. Data shows the vast majority of Americans love our products and enjoy interacting with our girls. We believe that allowing us to operate a booth benefits you and us.

The Girl Scout Product/Cookie Program is a major money-earning opportunity for our girls. It also allows our Girl Scouts the opportunity to run a business, learn sales skills and build confidence. Many of today's successful women handled their first business transaction selling Girl Scout products. All girls participating in Girl Scout Booth Sales are registered members of Girl Scouts of the USA and our local Girl Scout Council. As members, they're covered by liability insurance while on your property. A copy of the insurance certificate will be provided.

In addition, adults at our booths complete training. A copy of our etiquette pledge is enclosed.

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- Increasing the number of Girl Scout family customers at your business
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Girl Scout Booth Sales also support your community because:

- All of the proceeds from Girl Scout product programs are retained and are spent in our community
- They teach girls valuable life and leadership skills that are essential for success in the 21st century
- They help girls discover their neighborhood, connect to community leaders, and take action to make the world a better place.

Hosting Girl Scout booth sales helps businesses, communities, and girls. We hope you will join us in helping our Girl Scouts discover, connect and take action through the Girl Scout Product/Cookie Programs. I will be calling you in the next few days to discuss scheduling booth sales.

Thank you for your support,

[Booth Sale Coordinator Name]

Booth Sale Coordinator

[Service Unit Number]

[Enclosure]

Securing Booth Sale Locations

Only you, the Booth Sale Coordinator, or your designee are authorized to approach businesses and secure locations. Make sure to use your best judgement in setting up booth locations that will be open, accessible, and safe for all girls and potential customers. If requested, the last Booth Sale Spreadsheet your Service Unit submitted to Council will be emailed to you to help get you started.

Per GSUSA, girls should only sell in front of establishments that they themselves can legally patronize.

It is best to go in person to meet the business and send a follow up letter. See sample letters on pages 14-16. Samples are also available on the [Volunteer Resources Link](#) (found on [GSCookiesEtc.org/Cookies](https://www.gscookiesetc.org/cookies)).

Give them a brief description of a Girl Scout booth sale. Girls, with adult supervision, asking customers on the way out of the business to buy Girl Scout cookies. A small table and posters are useful. Explain that troops use proceeds to fund troop community service projects, trips, camping, etc. The council uses the funds to ensure all girls in Orange County are invited to participate in Girl Scouting.

Explain how Girl Scout booth sales can help their business. Booth sales can bring in new customers through internet advertising on our Booth Sale Locator. Also, booth sales will increase the number of Girl Scout family customers coming to their store and will provide free opportunities to promote their business through our online promotions.

Discuss with each store manager the guidelines to be followed at their locations. Please be sure that all rules are clearly spelled out to any troops with reservations. Be sure that all rules are clearly spelled out in the Booth Sale Scheduler notes in ABC Smart Cookies. Examples: Only 4 girls, north door only, small tables okay, no posters taped to walls, etc.

Discuss with each store manager the dates and times that Girl Scouts may sell cookies.

Helpful Hint: At some locations, include an extra week after the program ends in case troops have excess inventory and still want to continue to sell. We suggest booking them until the end of March.

Information you will need to obtain for each business

- Business name
- Location (either name of shopping center or cross streets)
- Address Number and Street- NO PO BOXES, City, State, and Zip
- Notes (any and all store rules or guidelines)
- Contact at business (i.e. Store manager)
- Phone, fax, and/or cell number including area code
- Date, start time, and end time for each shift

If any booth sale locations denied your request, please complete the [Booth Sale Denials and Other Issues Form](#) found on [GSCookiesEtc.org/Cookies](https://www.gscookiesetc.org/cookies). Have any amazing partnerships with store managers? We want to hear about those too! Please fill out the same form and let us know all about your booth sale location success stories!

Super Booth Sales

What is a Super Booth Sale?


A Super Booth Sale is a booth sale location advertised on various platforms by Council. Troops participating in Super Booth Sales will be able to check out cookies on consignment with return privileges. These booths must be guaranteed to be open with a variety of cookies.

Why have a Super Booth Sale?

Free advertising for your booth! Super Booths may also be advertised on various platforms which will drive traffic to your location. There is also no risk to troops because the cookies are returnable!

When are the Super Booth Sales?

The Super Booth Sale is the last weekend of the program, March 9-10, 2024.

-  • January 17, 2024: Super Booth Sale Form Due
- The form to register your Service Unit's Super Booth Sale can be found at GSCookiesEtc.org/Cookies and the link will also be sent to you in January.

! This deadline is crucial to ensure your location can be included in advertisements and to determine cupboard assignment.

Where are the Super Booth Sales?

Each Service Unit may choose one location to be their Super Booth Sale. If interested, permission may be granted for a second Super Booth location.

How does a Super Booth Sale work?

Super Booth Sale locations must be open on both Saturday and Sunday for at least four consecutive hours (additional hours are preferred). Troops must guarantee cookies will be available at these locations during these times. Only book troops willing to make the commitment to show up. If troops can't fill all shifts, they must notify you, the Booth Sale Coordinator immediately. If no other troops are available in your Service Unit, let Council staff know and we will find troops from another Service Unit to fill the slot.

Do Super Booth Sales have return cookie privileges?

Yes! To ensure Troops have sufficient cookies on hand, and mitigate risk, one troop or the Service Unit each day may check out cookies from a cupboard the week before the sale and return any unsold cookies (up to the quantity by variety checked out). More information about checking out and returning Super Booth cookies is on the next page.

Super Booth Cookies

Service Units assigning Super Booth to ONE Troop each day:

Troop is responsible for cookies entered in ABC Smart Cookies under their troop number. One troop volunteer will be responsible for the Super Booth Sale order, any subsequent reorders, and return of unsold product at the end of the Super Booth Sale day. The Super Booth Sale order and any additional orders are limited to the number of cases by variety listed below. You may check out less, but not more, of each variety.

Service Units assigning Super Booth to MULTIPLE Troops each day:

Service Unit is responsible for cookies entered under a Service Unit number in ABC Smart Cookies that will be issued to you by Council. You, the Booth Sale Coordinator (or other Service Unit Volunteer), are responsible for the Super Booth Sale order, any subsequent reorders, and return of unsold product at the end of the Super Booth Sale day. The Super Booth Sale order and any additional orders are limited to the number of cases by variety listed below. You may take less, but not more, of each variety. You, the Booth Sale Coordinator (or other Service Unit Volunteer) are responsible for the Service Unit to troop transfers in ABC Smart Cookies.

The number of unsold cases to be returned cannot exceed the troop's initial Super Booth Sale order by variety. Cookies must be in good condition and do not need to be a full case. Do not take the full allotment because you can (i.e. don't take Shortbread if you have 10 cases already) only take cookies that are needed. Super Booths returning all cookies checked out will not be permitted to be a Super Booth again.

When you pick up your initial Super Booth Sale order, make an appointment with the Cupboard Manager to return unsold product at the end of your booth sale day. Returns must be made no later than 10am the following day. Troops/Service Unit will be financially responsible for cookies not returned by the deadline.

Ordering Cookies for your Super Booth

- Council will notify the Service Unit Booth Coordinator for each service unit participating in the Super Booth Weekend which cupboards will be accepting Super Booth orders.
- Either the troop or Service Unit is to EMAIL (NO PLANNED ORDERS) the Cupboard with their Super Booth Order with "Super Booth Order" in the subject line.
- Super Booth cookies may be picked up as early as the Thursday before the Super Booth weekend.
- **Cupboards will not set aside inventory until Thursday;** and may be out of stock of some varieties.
- Must use a special Super Booth receipt that council will send to you when picking up and returning cookies.

Initial Super Booth Order	# Cases
Adventurefuls	3
Toast-Yay!	2
Lemonades	4
Shortbread	2
Thin Mint	6
Peanut Butter Patties	4
Caramel deLites	5
Peanut Butter Sandwich	2
Total	28

Please remember only to take cookies that are needed; not just take the full allotment because you can (i.e. don't take Shortbread if you have 10 cases already).

City Rules and Permits

Many cities in Orange County require a city permit or a business license to solicit within their city limits. Council contacts each city and renews the necessary permits each year. Some cities require the permit be carried by each girl or be posted at booth sales. Copies of permits are available on the Volunteer Resource page on GSCookiesEtc.org

City	Stipulations
Anaheim	Girls must carry a copy of the Permit of Noncommercial Solicitation card. Troops must have Regulatory Permit at booth sales.
Costa Mesa	Girls must carry a copy of the Charitable Solicitation Information card. Troops must have Business License at booth sales.
Cypress	Girls must carry a copy of the Special Permit card. No door-to-door selling allowed on Sundays.
Irvine	Troops conducting booth sales must have a copy of business license. Irvine Company also requires special permits for booths on Irvine Company property.
Laguna Beach	No selling after dusk or before 8am. No selling on public property and only on private property with permission. Girls and/or troops do not need to carry permit.
Mission Viejo	Girls must carry a copy of the letter serving as a charitable solicitation information card.
Orange	Troops conducting booth sales must have a copy of business license.
Placentia	<ol style="list-style-type: none"> 1. Solicitors must wear ID. 2. Adult supervisor must carry a copy of business license. 3. Must obtain property owner's permission for booth sales.
Tustin	Solicitors must carry a copy of the Business Solicitation Permit and photo ID. Sales prohibited at Tustin Sports Park and at City sponsored events.
Villa Park	Girls must carry a copy of the Business License. Troops must have Business License at booth sales.
Westminster	Troops conducting booth sales must have a copy of business license at the booth sale.
Yorba Linda	Girls must carry a copy of the Charitable Solicitors License/Information Card. No soliciting after dark.

Official Forms and Documents

Certificates of Insurance, Facilities Use Forms, and Hold Harmless Agreements

Certificates of Liability Insurance

1. If a Certificate of Insurance is requested by the booth location, fill out the online [Non-GSOC Facilities Use Agreement](#) form located on www.girlscoutsoc.org under Forms & Docs.
2. It is your responsibility to accurately record the property owner/agent's insurance requirements. Otherwise, the property owner may reject the certificate and there may not be sufficient time to request a corrected one.
3. To expedite the process make certain that you include ALL of the necessary documents provided by the facility and make sure to fill in ALL the necessary information on the forms as well. Incomplete forms may delay the process.
4. All forms will be returned via email to the volunteer making the request.

Facilities Use Forms/Contracts

1. All Facility Use Forms/Contracts that are requested by the booth location must be signed by the Council's CEO or designee.
2. Please ensure that the name, address, and phone number of the volunteer actually using the site is included on all facilities use agreement requests.
3. Leave the signature line blank for Council to sign.
4. Fill out the online [Non-GSOC Facilities Use Agreement](#) located on www.GirlScoutsOC.org under Forms & Docs and upload a copy of the Facility Use form to be signed.

All forms will be returned via email to the volunteer making the request.

Things to Remember

1. Do not sign contracts. Submit to GSOC for processing.
2. GSOC requires 2-3 weeks to process requests.
3. Please include an e-mail address to receive digital copies of your completed paperwork.
4. Booth Sale Coordinator must forward completed paperwork to entity requesting it.

Questions?

For fastest assistance email
CustomerCare@GirlScoutsOC.org

During office hours (M-Th 8am-6pm),
contact Sandy Fortelny via email
SFortelny@GirlScoutsOC.org

Booth Sale Lotteries

Lottery Guidelines

- **Set up the Booth Sale Lottery** for the Service Unit (when, where, and how) with input from the Service Unit Team and notify troops. Be sure to invite the Juliette Coordinators so all girls are represented.
- **All troops should have been notified by November 30, 2023** if the Service Unit grants special lottery privileges. For example, if the Booth Sale Coordinator's troop gets the first lottery pick, announce this when recruiting for the Booth Sale Coordinator position and again in the lottery notice to troops.
- **All troops should have been notified prior to November 30, 2023** if the Service Unit has requirements to earn special lottery privileges (i.e. large troops of 20+ girls are entered into draw twice, etc.).
- **Do not include any unconfirmed locations in your lottery!** Notify troops if lottery will continue until a specific time, for a set number of draws, or until all troop representatives are done.
- **Individuals may represent more than one troop**, but can only sign-up the troop in order drawn.
- **No secret switching!** After the lottery, remind troops that requests for changes must be approved by you, the Booth Sale Coordinator, to ensure they are reflected properly in the Booth Sale Spreadsheet and the Booth Sale Scheduler.
 - Troops can switch themselves once the booth scheduler opens.

Best Practices

Each Service Unit lottery is unique. The main influencing factor for the best system for your Service Unit will be the size of your Service Unit and number of troops participating. Review this list for best practices to determine the best fit for you! Phone or email lotteries are not permitted.

- **Computer Lottery.** For this lottery, troops submit 3-5 booth shift requests and the Booth Sale Coordinator uses a random generator on their computer to assign shifts. Because this requires special computer knowledge, this is not commonly used. Troops who do not receive one of their requests in the first draw are given another opportunity to choose a site prior to the second draw of the entire group.
- **In Person Lottery.** For this lottery, all troops meet at a specific location, date, and time to take turns signing up for specific booth shifts. Troops are provided with the booth sale shifts grid in advance for review and notified troop representative must be prepared to make quick decisions as troop numbers will continue to be drawn even if troop hasn't yet made their choice to keep the lottery on time.
 - Put all troop numbers in a bowl and draw one troop at a time to sign-up on the master grid.
 - Project the grid on a wall or share on a computer screen where all can view to mark their own copy as shifts are filled.
 - Continue onto the next troop even if the previous troop has not yet chosen a shift.
 - After all troops are drawn, either begin again from the top or put back into bowl and draw anew.

Helpful Hint: The in person lottery can be quickly turned into a virtual lottery with Zoom as the location and using the share screen feature so everyone can see the master spreadsheet. Use your imagination to make adjustments for a virtual lottery that fits your service unit's needs.

Lotteries should be conducted by January 9, 2024

Important Reminders for Troops

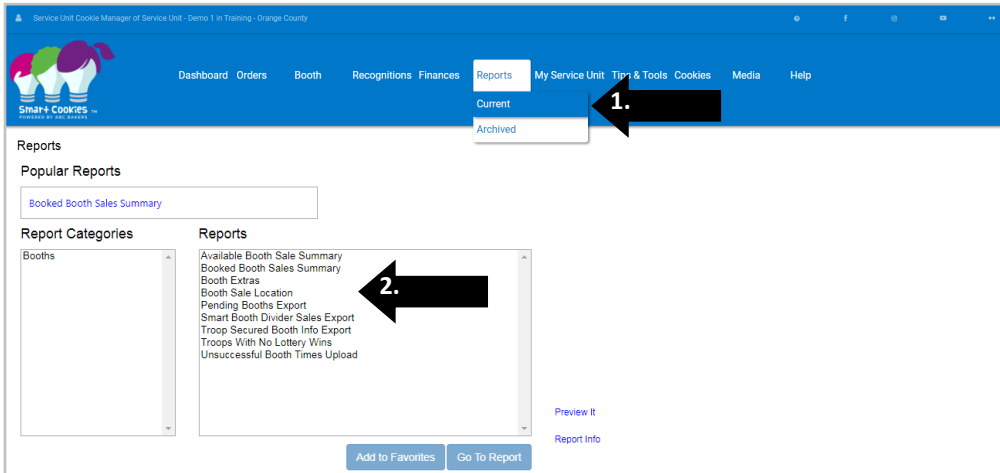
Don't forget to remind your troop about these important details at your booth sale lottery!

- **City Rules and Permits (pg: 13)**—Many cities in Orange County require a city permit or a business license to solicit within their city limits. Council contacts each city and renews the necessary permits each year. Some cities require the permit be carried by each girl or be posted at booth sales. Copies of these city permits are available on the Volunteer Resource page on GSCookiesEtc.org
- **Booth Sale Guidelines (pgs: 26-28)** - 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 Booth Sale Guidelines located under the resource tab on www.gscookiesetc.org.
- **Booth Sale Checklist** - The Booth Sale Checklist is an awesome tool that helps girls and parents stay organized before a booth sale. It works as a guide to help participants host the best booth sales possible! Check out GSCookiesetc.org/cookies for the Booth Checklist.
- **Verify booth sale shifts** - Troops are to run the *Booked Booth Sales Summary* report on January 22, 2024 to verify all troop booth sale shifts received at the lottery are scheduled. They should report any errors to you, the Service Unit Booth Sale Coordinator immediately.
- **Store Guidelines** - Remind troops to read the Notes on the *Booth Sale Location* report. The notes field for each booth sale location will contain very important information such as if a store manager has any special requests, if any permits are needed, and the Booth Sale Coordinator's contact information. If any questions or problems arise, troops should contact the Booth Sale Coordinator listed in the notes section of the *Booth Sale Location report* and NOT the store manager.
- **Other Types of Sales (pg: 5)** - Product Stands, Rolling Sales, Walkabouts, and Caravans are different ways to sell cookies that are NOT Booth Sales! Review these creative and fun ways to sell and what is required to participate in these types of sales with your troops .

ABC Smart Cookies

Booth Sale Reports

Run Booth Sale Reports to check accuracy of Booth Lottery assignments.



1. To run booth sale reports, hover over **Reports** and then select **Current**.

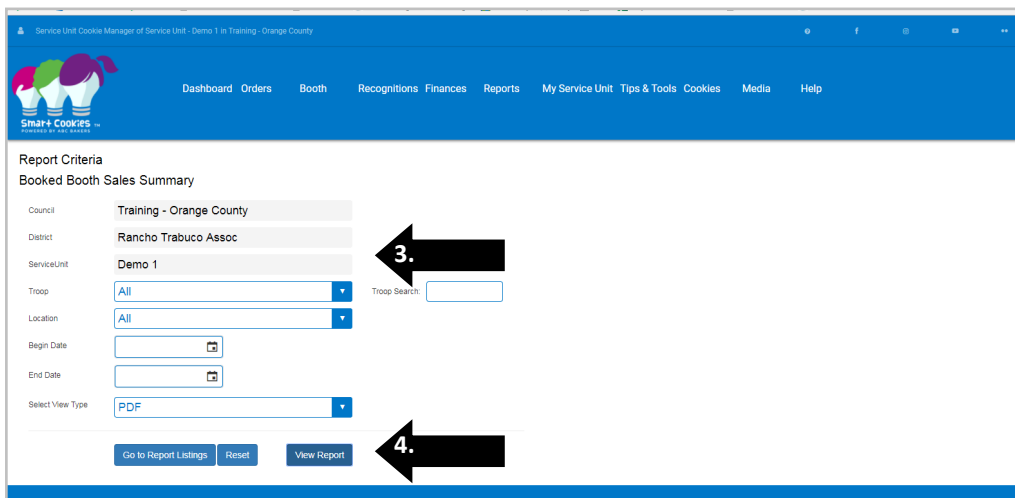
2. Then select the **Report** you want to run.

3. Next, select specifics for the report you want to run (by troop, location, date, etc.).

4. Then select **View Report**.

A PDF will be generated based on your selections.

Make sure to save reports for your records!



Page: 1
12/2/2017

**ABC Smart Cookies
Booked Booth Sales Summary**

Training - Orange County

District	ServiceUnit	Chain	Troop Number	Sale Date	StartTime	EndTime	Address	City	State	Zip
Rancho Trabuco Assoc										
Demo 1										
FCFS Booked	Test-	Pavilions/	255	Dec 16 2017	1:00PM	3:00PM	22451 Antonio Pkwy	Rancho Santa Margarita	CA	92688
FCFS Booked	Test-	Pavilions/	255	Dec 23 2017	1:00PM	3:00PM	22451 Antonio Pkwy	Rancho Santa Margarita	CA	92688

Booth Sale Spreadsheet

Now that you have secured locations for booth sales, you will want to complete the Booth Sale Spreadsheet. It is essential to use the Booth Sale Spreadsheet template to ensure information uploads successfully and to have a consistent format for Council submission. Council staff is available to assist throughout the Cookie Program with any Booth Sale Spreadsheet questions or upload issues.

Booth Sale Spreadsheet Guidelines:

- A blank copy of the Booth Sale Spreadsheet template is available on [GSCookiesEtc.org](https://www.gsccookiesetc.org) under Resources and Forms
- **Do NOT** make any changes (add columns, etc.) to the Booth Sale Spreadsheet template. Only add the information needed under each column header otherwise it will not upload into ABC Smart Cookies.
- The Booth Sale Spreadsheet uses Excel. No handwritten, PDF, or faxed schedules will be accepted.
- A copy of your Service Unit's previous Booth Sale Spreadsheet will be emailed to you, the Booth Sale Coordinator, to help you get started (if requested).
- All locations must be listed on the Booth Sale Spreadsheet with the troop lottery assignments.
- One time booths (such as at schools, places of worship, family-owned businesses, etc.) **MUST** be entered into the Booth sale Spreadsheet for insurance purposes. However, it **DOES NOT** need to be input into the Booth Sale Scheduler in ABC Smart Cookies unless you want it advertised through GSUSA's Cookie Finder.
- Your completed Booth Sale Spreadsheet with locations, dates, times, and troop assignments must be emailed to Cookies@GirlScoutsOC.org and uploaded into ABC Smart Cookies by January 17, 2024. Click [here](#) to watch an upload tutorial from ABC Smart Cookies.
 - After upload into ABC Smart Cookies, you will receive an email from noreply@abcsmartcookies.com outlining any errors in your spreadsheet formatting or that your upload was successful.
- You, the Booth Sale Coordinator, must submit updated spreadsheets to Cookies@GirlScoutsOC.org throughout the program period with any changes or new booth sale locations.

Helpful Hint: It is best to do one upload of location information, booth days/times, and troop assignments. New uploads will not overwrite previously uploaded information. If location information and booth days/times are uploaded first, troop assignments must then be entered manually.

- New! Reserved booth locations approval process. If you have a booth location you would like to be on reserved for part or the entire first come first served period, you must submit a Reserved Booth Locations Request form no later than January 17, 2024. GSOC staff will review the request and send formal notification of approval or denial via email by January 24, 2024.
- Premium Booth Locations – “Premium” is a designation that is given to a booth if it is a preferred location (like a Walmart) and will limit how many of this type of booth a troop can get at one time. For example, you can have a booth lottery where troops are able to secure at least five spots, but you can set a limit on the premium booths so that they can only get three Walmart slots and the other two slots come from the booths not marked as premium. If we decide to use this designation, GSOC staff will let you know which locations will become premium via email.

Email spreadsheet to cookies@girlscoutsoc.org by **January 17, 2024**.

***Do NOT make any changes to the Booth Sale Spreadsheet template
(Do not add columns, etc.)***

ABC Smart Cookies

ABC Smart Cookies is the software we use for the Cookie Program.

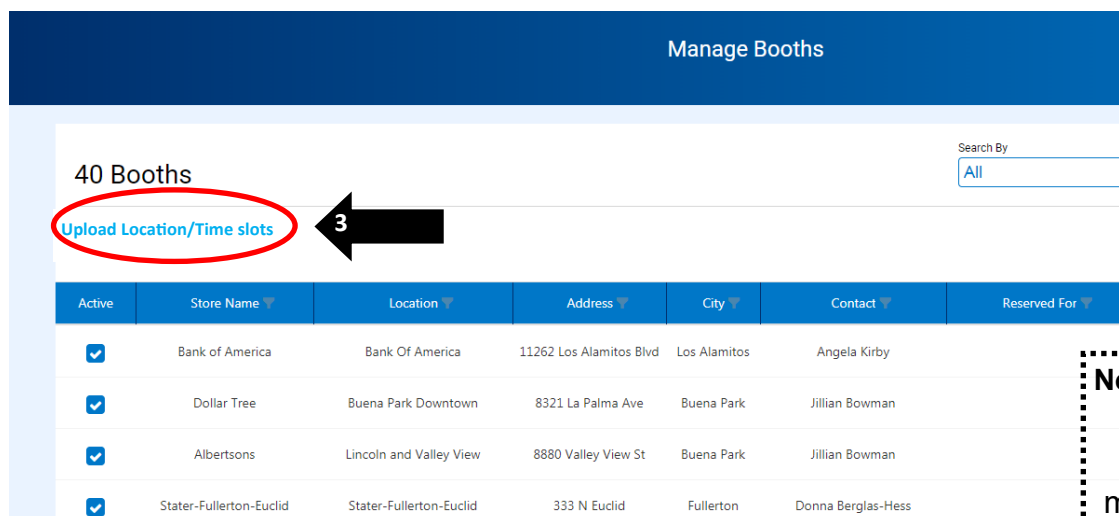
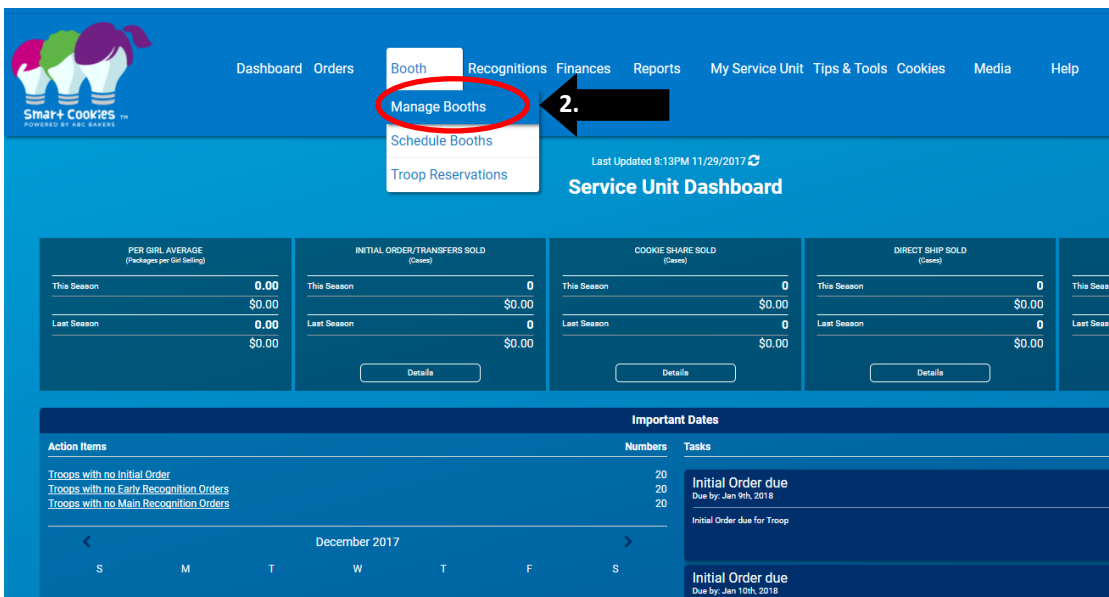
Please see below for screenshots and instructions.

An email with the link to register for ABC Smart Cookies will be sent to you from noreply@abcsmartcookies.com. Save the “No Reply” email in your contacts to avoid messages going to your spam folder. Once registered you will have access to the system to upload and edit booth sale information.

Check out [ABC Baker’s YouTube channel](#) for more instructions and tutorials.

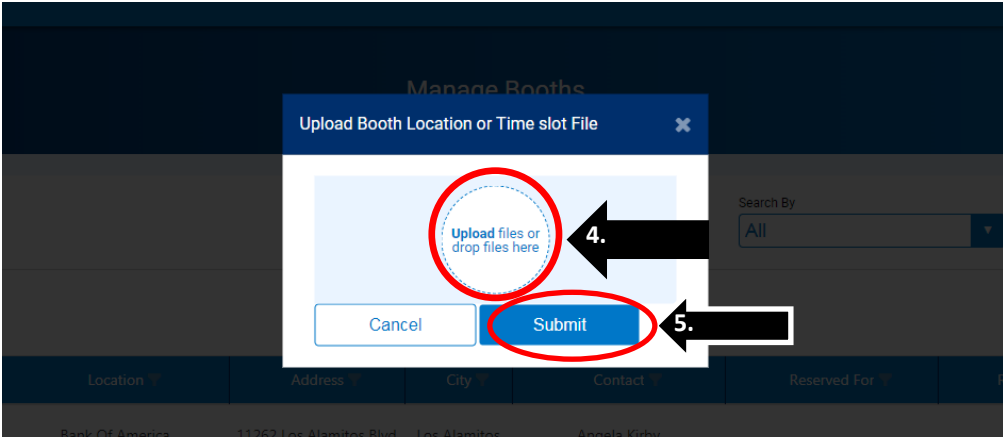
Steps: How to update Booth Sale Locations, Dates, and Times

1. Login to ABC Smart Cookies.
2. Under the “Booths” tab select “Manage Booths.”
3. Click on “Upload location/ Time slots” located on the left side on your screen.



Note:
Days, times, and assignments can be manually entered at a later time.

ABC Smart Cookies



4. From the popup, you can: drag and drop the file you would like to upload to the upload circle

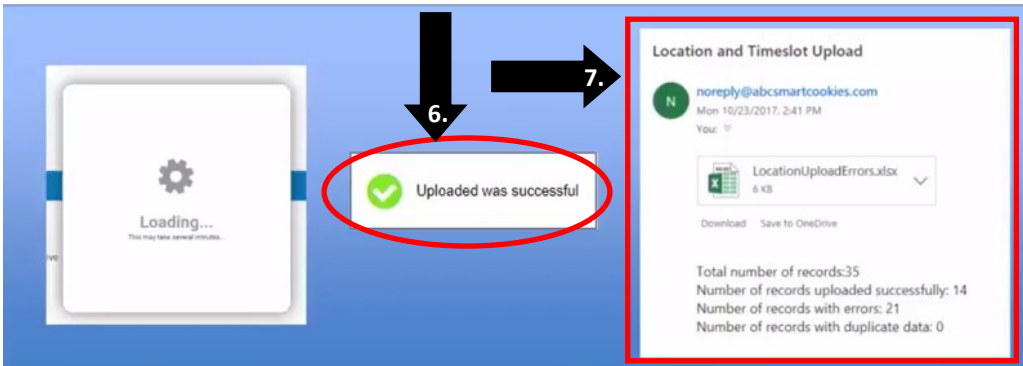
OR

-Click the upload circle to select a file.

5. Click **Submit**

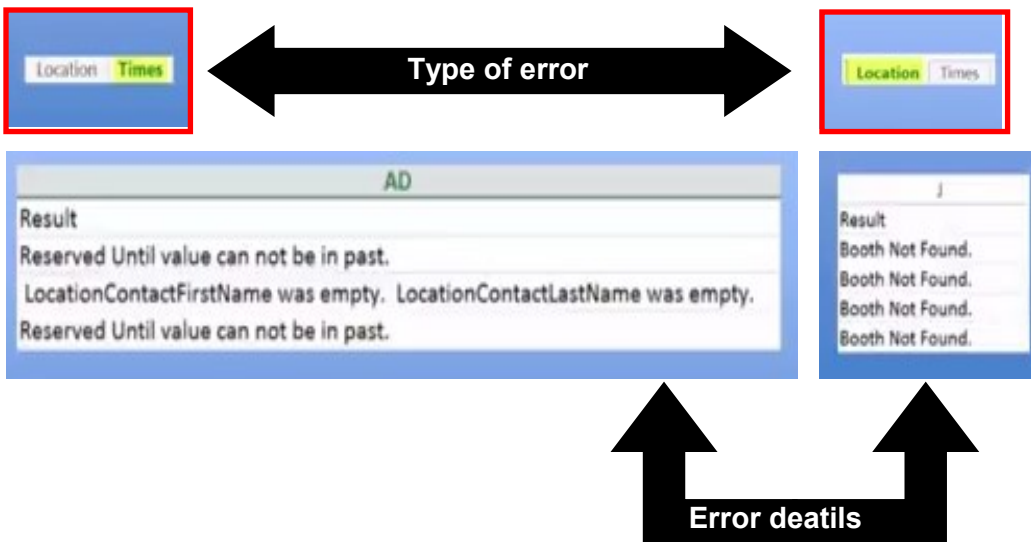
6. Once your file is finished loading, you will see the message **“Upload was Successful.”**

7. You will then receive an upload confirmation email with stats from your upload.



In case of error:

If there are errors or conflicts within the upload template, they will be included in an attachment in your confirmation email.



Use the attachment sent in your confirmation email to correct the errors with the correct information and follow upload steps 1-5 again.

ABC Smart Cookies

Manually Entering Booths

Dashboard Orders Booth Delivery Recognitions Finances Reports Council Tips & Tools Cookies Help

Manage Booths

40 Booths

Search By: All Search

Upload Location / Time slots

Active	Store Name	Location	Address	City	Contact	Reserved For	Reserved Until	Premium
<input checked="" type="checkbox"/>	Bank of America	Bank Of America	11262 Los Alamitos Blvd	Los Alamitos	Angela Kirby			<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dollar Tree	Buena Park Downtown	8321 La Palma Ave	Buena Park	Jillian Bowman			<input type="checkbox"/>
<input checked="" type="checkbox"/>	Albertsons	Lincoln and Valley View	8880 Valley View St	Buena Park	Jillian Bowman			<input type="checkbox"/>

Create Booth

You can also select **Create Booth** on the **Manage Booth Screen** to manually upload booth information.

Enter in booth sale information into **Booth Information** and **Appointment Time** tabs.

Editing or Deleting Booth Information

Upload Location / Time slots

Create Booth

Store Name	Location	Address	City	Contact	Reserved For	Reserved Until	Premium	Lottery	
Bank of America	Bank Of America	11262 Los Alamitos Blvd	Los Alamitos	Angela Kirby					Delete Booth Edit Booth
Dollar Tree	Buena Park Downtown	8321 La Palma Ave	Buena Park	Jillian Bowman			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Albertsons	Lincoln and Valley View	8880 Valley View St	Buena Park	Jillian Bowman			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ater-Fullerton-Euclid	Stater-Fullerton-Euclid	333 N Euclid	Fullerton	Donna Berglas-Hess			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
mart+Final-Fullerton	Smart+Final-Fullerton-Chapman	2475 E Chapman	Fullerton	Donna Berglas-Hess			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
r-Fullerton-Bastanchury	Stater-Fullerton-Bastanchury	1040 E Bastanchury	Fullerton	Donna Berglas-Hess			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Brea Downtown	Brea Downtown	330 W Birch St	Brea	Katie Moore			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	290 S State College Blvd	Brea	Katie Moore				<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	2250 E. Birch Street	Brea	Katie Moore				<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	1435 W. Chapman Ave	Orange	Diane Gihring				<input type="checkbox"/>	<input checked="" type="checkbox"/>	

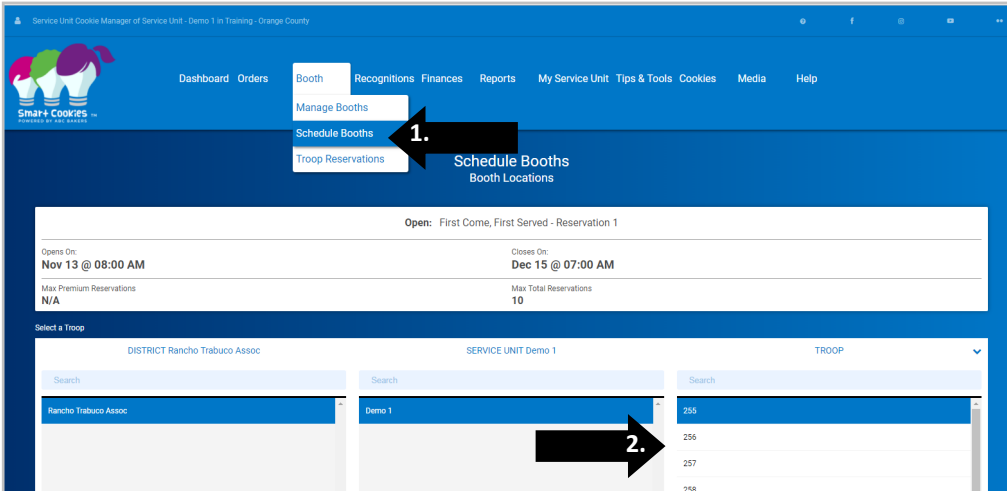
Export to Excel

Make sure to hover over the scroll bar to be able to clearly see and move it.

To **Edit** or **Delete** booth information, scroll to the right of the booth location grid on the **Manage Booth Screen** and select the **Three Dots**. Note that once booth locations are deleted they cannot be recovered.

ABC Smart Cookies

Scheduling Booths



1. To schedule troops to a booth sale, hover over **Booths** and then select **Schedule Booths**.

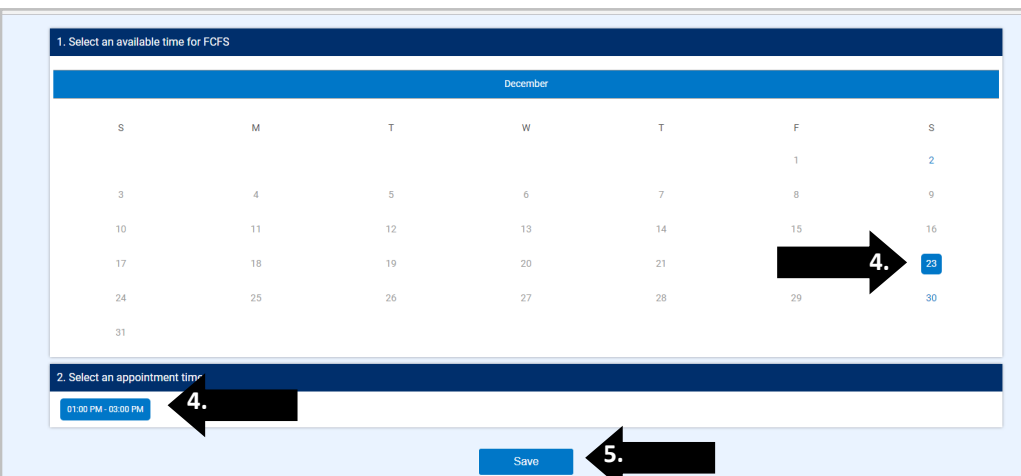
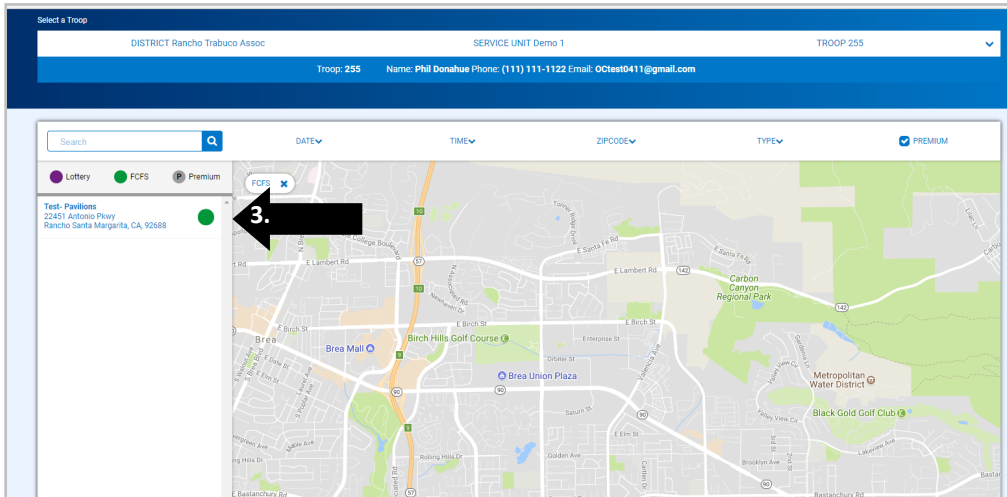
2. Then select the **Troop** you want to assign. Select **Apply**.

3. Next, select the **Booth Sale Location**. Scroll down.

4. Then select the **Date** and **Time**.

5. Click **Save**.

The selected troop is now assigned to the booth sale.



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.

Cookie Booth Etiquette

Participating in Cookie Booths gives girls the opportunity to learn new skills, promote Girl Scouting and live the Girl Scout Promise and Law. With this opportunity comes responsibilities and guidelines to keep girls and volunteers safe at Cookie Booths.

As a Girl Scout/ Volunteer,

I will follow the Girl Scouts of Orange County Cookie Booth Guidelines listed below while participating at Cookie Booths.

I will:

- Follow the Girl Scout Promise and Law
- Be a registered Girl Scout and GSOC Volunteer.
- Remember that I am a representative of Girl Scouts and my behavior will reflect the Girl Scout Promise and Law.
- Wear my Girl Scout Uniform to Cookie Booths.
- Focus on the Cookie Booth table and keep distractions like homework, devices and snacks off of the table.
- Arrive on time ready to participate and give advance notice if I can no longer make a booth sale so other girls have the opportunity to sell.
- Be honest and knowledgeable about the Girl Scout Cookie Program while working towards goals.
- Be respectful, polite, friendly and helpful to customers, the retailer and anyone surrounding the Cookie Booth.
- Stay in designated and safe areas while I participate at a Cookie Booth.
- Respect each host businesses policy regarding Cookie Booth procedures.
- Follow all Girl Scout Activity Checkpoints including adult to girl ratios and safeguarding money.
- Remember to clean up the Cookie Booth area before I leave and discarding of any trash and taking all supplies with me.

Girl Scout Promise



On my honor, I will try:
To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law.

Girl Scout Law



I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong,
and responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place,
and
be a sister to every Girl Scout.

Participating in Girl Scout Cookie Booths is a privilege granted to us by local businesses. If abused even unintentionally, actions may cause all Girl Scouts to lose the opportunity to participate in Cookie Booths at these places of business. If complaints or concerns arise, you may be asked to leave.

For any inquiries or concerns regarding Cookie Booths, no action is needed by you. We kindly ask you to please contact customercare@girlscoutsoc.org and Council will look into the matter accordingly.

Resources

[Www.GSCookiesEtc.org](http://www.GSCookiesEtc.org)

This is your go-to website that will connect you to everything else you need!

- The Resources and Forms page has great resources for girl, troop, and Service Unit Volunteers such as Booth Sale Guidelines, Booth Sale Tips, Tally Sheet for Booth Sales, Thank You Cards, and more!
- Booth Sale FAQ page has answers to common booth sale questions.
- Links to [M2OS](#), [ABC Smart Cookies](#), [Volunteers Resources Link](#), and [GSOC website](#).

Volunteer Resources Link

The Volunteer Resources Link is a password protected page found on GSCookiesEtc.org (password can be found on the front cover of this Plan Book).

1. Service Unit Boundary maps
2. Sample letters to venue contacts
3. City Permits and Corporate Agreements

www.GirlScoutsOC.org

- Safety Activity Checkpoints for Product Sales
- [Non-GSOC Facilities Use Agreement](#) (Form & Docs)
- And more!

Cookie News

Cookie News is sent weekly to all volunteers who hold a Service Unit or Troop Cookie Team role. This newsletter includes just in time information, reminders, and any new information from the council. Be sure to select your role in MyGS to receive this important email.

California's Proposition 65

At booth sales, girls might be asked about California's Proposition 65. If a customer asks about the Prop 65 Warning, Girl Scouts can explain that in accordance with new California law, consumers will now see this warning in many restaurants, grocery stores, and even hardware stores. Notices must be displayed at booth sales to be in accordance with Prop 65. See GSCookiesEtc.org for a printable version of this notice and more information.

Social Issues

From time to time, you may receive questions from the public regarding social issues relating to Girl Scouts and our Product Programs. For answers to frequently asked questions, please familiarize yourself with our FAQ located on GSCookiesEtc.org.

Remember, we are here to support you. If you receive a question, you do not know how to answer or do not feel comfortable answering, please reach out to CustomerCare@GirlScoutsOC.org.

More Resources

Online Safety

Before participating in any money-earning Girl Scout activity, it's super important for girls and adults to review the materials below located on the *Resources and Forms* page of www.gscookiesetc.org:

- [Digital Marketing Tips for Cookie Entrepreneurs and Families](#)
- [Supplemental Safety Tips for Online Marketing](#)
- [Safety Tips for Product Sales](#)
- [Internet Safety Pledge](#)
- Online Safety Activity Checkpoints
- Product Sales Safety Activity Checkpoints
- [Safety Activity Checkpoints](#)
- Volunteer Essentials

ABC Smart Cookies

Check out [ABC Baker's YouTube channel](#) for more instructions and tutorials such as the ones listed below and more!

- [Sharing Booth Sale Info on Social Media](#)
- [Scheduling a First Come, First Served Booth](#)
- [Smart Booth Divider – Distributing Cookies for Each Booth \(Option 1\)](#)
- [Smart Booth Divider – Distributing Cookies at End of Sale \(Option 2\)](#)
- [Smart Booth Divider – Editing or Deleting a Transaction](#)
- [Virtual Troop Booth Link](#)

More Cookie Booth Resources can be found on the
GSOC Cookie Program site under Booth Sale Resources:
GSCookiesetc.org/cookies/documents

Dates to Remember

Daily	Visit GSCookiesEtc.org/Cookies for forms, links, and helpful information
Weekly	Update Booth Sale Spreadsheet and ABC Smart Cookies
November 1	Attend Service Unit Booth Coordinator Training @ 7:00 pm via Zoom
November 2	Begin securing booth sale locations for the Service Unit
November 2	Service Unit Booth Coordinator Make-up Training @ 7:00 pm via Zoom
November 30	Booth Sale Plan due to council email to cookies@girlscoutsoc.org
Dec 5 – Jan 9	<ul style="list-style-type: none"> • Continue securing booth sale locations • Conduct Service Unit Booth Sale Lottery • Use Booth Sale Spreadsheet to list booth locations, times, and dates
January 9 – 17	<ul style="list-style-type: none"> • Begin to upload booth locations, times, and dates into ABC Smart Cookies • Continue to update booth locations, times, and dates
January 14	<ul style="list-style-type: none"> • Cookie Program begins with order card and online presales
January 17	<ul style="list-style-type: none"> • All booth sale location information must be uploaded into ABC Smart Cookies • Booth Sale Spreadsheet due to Council • Super Booth Sale Form due to Council
January 18- 21	Review booth assignments for accuracy.
January 22– 30	<ul style="list-style-type: none"> • Troops run booth sale reports to check accuracy of lottery assignments • Continue to upload and update booth locations, times, and dates
January 28	Girl Delivery and Cookies in-hand selling begins!
Jan 31	<ul style="list-style-type: none"> • Troops book their own booth sales online using ABC Smart Cookies • Fall Product Bonus troops have early access on January 31, 2024
February 1	<ul style="list-style-type: none"> • Booths open to all troops
February 9	Booth Sales begin!
March 9–10	Super Booth Sale Weekend
March 10	<ul style="list-style-type: none"> • Cookie Program ends! • Booth Sales end!
March 11– 31	<ul style="list-style-type: none"> • Additional Booth Sales for troops with inventory remaining may be authorized (Do NOT include these shifts in lottery) • Send Thank You to store managers/property management • Begin recruitment for next year!