

Cookie BOOTH Guidelines

Cookie Booths provide a great opportunity to increase total sales, increase troop proceeds and help girls work toward individual rewards. Along with door-to-door and other sales techniques, booths will go a long way in helping girls reach their goals.

At all times, the health, safety and security of the girls are paramount. All activities should be planned and carried out so as to safeguard the health, safety and general well-being of the girls and adults. Girls and adults should follow proper safety practices at all times. For more information, review the Girl Scout Cookie Sale Safety Activity Checkpoints, which can be found on the Council's website at:

<https://www.gssef.org/content/dam/girlscouts-gssef/documents/Safety%20Activity%20Checkpoints%202019.pdf>

The following guidelines must be followed during the Cookie Sale.

1. Cookie booths are for the benefit of girls and troops participating in the sale.
2. Booth locations may only be secured within your Service Unit boundaries. In some instances, based on girl membership numbers and availability of booth locations, the Council reserves the right to establish temporary boundaries for the purpose of the Cookie Sale. In general, troops should not secure or set up booths outside their Service Unit boundaries.
3. Booth locations are secured and scheduled by the volunteer assigned to that task within your Service Unit – your Service Unit's Booth Coordinator. All necessary paperwork to secure a booth must be submitted to the Booth Coordinator prior to the first booth date. If this is not done, the booth is technically not secured, which can cause a great deal of confusion and conflict. Troops who do not submit booth paperwork will forfeit future booths.
4. If a girl's **parent or immediate family member** operates or works in a business location outside her "home" Service Unit boundaries, the site may be used as a booth location for that troop. The following must be observed:
 - a. The Service Unit Product Sale Manager (SUPSM) for the "home" Service Unit **must be notified** about a troop planning a booth outside the Service Unit boundaries.
 - b. The SUPSM for the Service Unit where the business is located **must be notified about plans** for the "outside" troop to operate a booth. They will coordinate scheduling to ensure that there are no conflicts with surrounding booth locations.
 - c. Any booth time that cannot be used by the securing troop shall revert to the Service Unit where the business is located for scheduling by the SUPSM or SU Booth Coordinator.
 - d. If a location requests that only a designated girl and/or her troop be allowed to sell at this location for the duration of the sale, it is at the SUPSM's discretion to determine whether any additional booth location will be allowed for that troop.
 - e. If a booth established by a troop outside their "home" Service Unit is in direct conflict with another booth in operation, and the above guidelines have not been observed, the visiting troop will be asked to stop selling.
5. SUPSMs should share booth information with neighboring Service Units if booths go unfilled. When a booth location becomes available within another Service Unit boundary, this information should be shared with the troops using the eBudde system.
6. Troops selling outside their "home" Service Unit boundary without permission may lose future booth selling opportunities.





7. Girls and adults at booths need to be considerate of the business and its customers. All guidelines of the business must be followed. Please clean up your booth location before leaving—Girl Scouts always leave a space better than they found it!
8. Considerate and respectful behavior is expected at all times from girls and adult. You are representing Girl Scouts and must exhibit appropriate behavior and good manners. Behavior that does not meet Girl Scouts of Southeast Florida Code of Conduct may result in disciplinary action including, but not limited to, the forfeiture of any future booths and/or termination of membership. For more information on the Code of Conduct, please see:
<https://www.gssef.org/content/dam/girlscouts-gssef/documents/Volunteer%20Policies%20and%20Procedures%20-%20Revised%202019.pdf>
9. Be considerate of other troops. Take down your booth in a timely manner when there is a troop using the location after you.
10. The Girl Scout Cookie Sale Program is intended to be girl-led and teach girls **5 Essential Skills**: **Goal Setting**, **Decision Making**, **Money Management**, **People Skills**, and **Business Ethics**. Girls will best learn these skills at booths by designing their own booth, making their own sales, making their own change, and interacting with the customers. Please serve as a guide, but allow girls to run their own business. At no time should adults be selling cookies without girls at a cookie booth.
11. Girls should be dressed appropriately. A neat appearance is important. It is strongly recommended that girls wear a uniform, vest or sash, Girl Scout t-shirt and Girl Scout pin. Girls should be very clearly identified as a Girl Scout.
12. There are many locations that will serve as possible booth locations. These include:
 - Sporting Events
 - Banks
 - Car Washes
 - Quick-Change Oil Shops
 - Churches
 - Grocery Stores
 - Universities
 - Malls
 - Big Box Retailers
13. A minimum of two adults are required to be at the booth at all times when there are two or more girls attending. A parent and his/her daughter are allowed to cover a booth that they have signed up for through the Service Unit process. The Cookie Sale is not a troop activity and guidelines for troop activities do not apply at cookie booths. It is our recommendation that each booth have a registered volunteer when possible.
14. In order for your booth to be publicized on the Girl Scout Cookie Finder, Service Units need to use the eBudde system for booth reservations. We strongly encourage all Service Units to take advantage of this feature so that customers can easily find where girls are selling Girl Scout Cookies. There are many ways that this application can suit your Service Unit's needs and these options were shared with SUPSMs at the annual Cookie Training.
15. The Council reserves the right to host booths for special events, with the purpose of elevating the Girl Scout brand, before, during, and/or after the specified Cookie Sale dates. In addition, the Council reserves the right to assign sellers to such booths as it deems appropriate.

