

# BOOTH SALE GUIDELINES

Cookie booths allow girls an opportunity to reach their goals and make a difference in their community! A Girl Scout cookie booth is not just a “booth,” it’s the troop’s storefront for their business. Follow the guidelines below to ensure a successful and safe cookie booth. Failure to abide by these guidelines could result in the cancellation of all future booths for a troop, or could cause the store to cancel future timeslots for all troops.

- Include two approved adults and two to four girls at a council-sponsored booth sale during one timeslot.
- All adults at a booth sale should be registered and have current CBCs on file. They are supervising girls!



- Take your booth confirmation with you from Smart Cookies. Be sure to check the special instructions.
- Dress appropriately for winter weather, and wear uniforms, Girl Scout t-shirts, or Girl Scout pins.
- Be on time for your booth sale. Do not arrive early and expect to set up while the other troop is finishing their sales.

- Count cookies and money before and after each booth sale. **Make sure all money and inventory are accounted for. Don't forget credit card sales.**
- If two adults switch in the middle of the booth slot, count and verify the cookies and money balance.
- Carry a cash box with around \$30–\$60 in change. Do not ask the store for change! • Bring your own table and chairs unless noted on the special instructions for your booth.
- Drive-Thru cookie booths are acceptable. The same rules as a normal cookie booth should be followed and always ensure that the girls are in a safe location with adequate lighting and away from traffic. Use cones or other safety precautions to keep the girls and volunteers visible in the drive-thru area around the passing cars.
- Review the Girl Scout Law with girls before starting and help girls “live the law” in how they represent themselves at the booth sale.
- Do not block doorways or harass customers. This includes yelling and chants. Allow customers to come up to the table. Pay attention to specific business guidelines on your confirmation.
- Do not eat, drink, smoke, or chew gum at a booth sale Your troop is representing Girl Scouts to the community.
- Do not leave empty packages, cases, or trash at your booth table. The entire council may be asked to cancel all booth sales at that store or chain if there are issues.
- Any cookie booths listed in Smart Cookies are linked to the Find Cookies app. Customers can see when and where booth sales occur. Don't be a “no show.” If you cannot attend a booth, release it in Smart Cookies as soon as possible or contact your Service Unit Cookie Coordinator to find a troop.
- **If we receive a customer or store complaint about your troop during a booth sale, your troop will be removed from the remainder of your council-sponsored booth sales.**

