

COOKIE PROGRAM KIT REQUEST FORM RESOURCE CENTER

811 N Coker Loop, San Antonio, Texas 78216
(210) 349-2404 or 1-800-580-7247, Fax (210) 349-2666
customer care@girlscouts-swtx.org

You must be a registered Girl Scout volunteer in good standing with Girl Scouts of Southwest Texas to check out equipment.

Due to the extreme demand for cookie costumes, cookie kits may be reserved for a maximum of **TWO** weekends and limited to **ONE** booth kit per troop. Reservations are **FIRST COME, FIRST SERVED**.

Booth kits may be picked up Thursday or Friday prior to booth sales and **MUST** be returned by Tuesday. Cookie reward kits can be checked out for one week. Volunteers with long commutes will work out pick-up and return dates with resource center staff. Items borrowed from the Resource Center must be returned on time so they are available for the next troop. Items returned late will be charged \$2.00 per day. A \$5 cleaning fee will be charged for equipment returned unclean. You will be charged for lost or damaged items. Fees incurred are deducted from the deposit. **NO EXCEPTIONS**

STAFF USE ONLY

Date rsvd: _____ Staff: _____

Placed on Grid Staff: _____

Date picked up: _____ Staff: _____

Required deposit: \$ _____

Dep Amt: \$ _____ Check# _____

Check/Card Name: _____

Credit Card # _____

CC type: _____ Exp date: _____ CVC: _____

Deposit check returned

Date: _____ To: _____

Date Equip Rtn: _____ Staff: _____

Pickup date: _____ Return date: _____

Person responsible for item: _____

Phone: Day# () _____ Eve# () _____ Other # () _____

Address: _____ City _____ Zip _____

Troop # _____ # of girls _____ Community _____ Email _____

I agree to be responsible for the items I have checked out and read the care instructions below. My deposit will be returned when I return all borrowed equipment **ON TIME** and in good condition. I understand I am responsible for cleaning borrowed equipment, replacement of lost or damaged items and am subject to late fees of \$2.00 per day. All fees incurred will be deducted from my deposit.

Signature _____ Date _____

Sign when picking up costume

Booth Kit \$50 Deposit Cookie Prizes \$25 Deposit

_____ Booth Kit # _____

_____ Cookie Rewards Kit # _____

Intended to show girls what they could earn by selling cookies

Cookie Costume/Table Cloth Care

- ✓ Do not wash the costume
- ✓ Please do not let the girls eat while in the costume
- ✓ Please do not place name tags or other sticky items on costume
- ✓ If the costume is soiled, wipe with damp cloth
- ✓ Take care when putting costume on and off to prevent tears
- ✓ If table cloths get dirty, please clean on gentle cycle without bleach

Please return kits on time. During the cookie sales they are in constant use. Thank you for your help!