

## Cookie Booth **Do's and Don'ts**

**ALWAYS**, be on your very best behavior—you are the “face” of Girl Scouting in GSSWT—potential donors and community partners are looking at you as a representative of Girl Scouts.

- An “adult” only booth is **NOT** permitted—there must be a Girl Scout on site (4 girl & 2 adult max).
- If change is needed for a booth, a money manager **MUST** write a check to another adult in the troop so that he/she can cash the check for the amount of change needed. **Always remember that cash withdrawals are not permitted from troop accounts.** After the booth, the amount taken from the account for change should be **re-deposited separately**, to keep a clear audit trail for the finance report.
- **Troop is responsible for bringing a table unless otherwise noted in the site’s special instructions.** They must also bring their own chairs, pens, markers, calculator, tape, and any other sales aids. Be prepared!
- The number of cookies sold should be divided equally among the girls who participated in the booth. **USE THE BOOTH SALE RECORDER!**
- All adults who will be assisting at a booth location must follow all guidelines.
- If guidelines are not followed, the troop/girl will be restricted from participating at future booth sites.

“Say **thank you.**”

“Smile and be friendly!”

“**Advertise your goals.**”

**REMEMBER:** Marketing Girl Scout Cookies at booth sites is a **privilege** granted to us by local businesses, and if abused could cause all Girl Scouts to lose the opportunity for additional booths at these locations permanently. Girls and adults need to be careful, safe and considerate of the merchant’s property and customer.

### DO

- Note any special requirements in eBudde for your booth site selections.
- Bring required paperwork to the booth site.
- Decorate your booth with signs.
- Wear your Girl Scout uniform, pin or T-shirt.
- Be polite and friendly.
- Keep out of doorways and walkways. Adult must always remain behind the table.
- Always say thank you.
- Advertise your Gift of Caring and ask customers to donate a box.
- Remove empty cookie cases and trash from the area when you leave.
- Ask customers as they are leaving the business—do **NOT** ask customers when they are entering the business.
- Share all booth guidelines with parents who will be helping at the booths.
- Deposit money into troop bank account ASAP—but no later than 24 hours after booth.
- Use the Booth Sale Recorder in eBudde to distribute cookies to all participating girls.
- Follow all GSSWT, local and government guidelines regarding COVID-19—including wearing a mask and disinfecting pens between each use.

### DO NOT

- **Have more than 4 girls and 2 adults at the booth site.**
- Hold an adult-only booth.
- Yell or talk loudly.
- Run after or harass customers—let them come to you.
- Block the business doors.
- Approach cars.
- **Run around or get in people’s way.**
- Ask customers twice.
- Go into the store while on duty at a booth.
- Leave money unattended at any time.
- Ask the store manager for change or other supplies.
- Eat, drink or chew gum.
- Bring any tag-a-longs. Siblings or friends are not permitted at booths!
- Leave trash or boxes anywhere at the location. Make sure you break the boxes down and take them with you when you leave.