



2023 H-E-B Booth Agreement

Girl Scouts of Southwest Texas depends on the generosity of businesses to provide locations for cookie booth opportunities and depends on adult volunteers and girls to abide by the guidelines set by these businesses.

By signing this form, you agree that your troop will be in full compliance with the specific H-E-B requests and Girl Scouts of Southwest Texas' requirements. Troops found to be non-compliant will not be allowed at any future council-sponsored sites.

3 requirements are mandatory for all girls/troops who participate at an H-E-B Cookie booth site:

1. Complete the GSSWT H-E-B Healthy Living Patch Program on or before Monday, March 6, 2023 (find at girlscouts-swtx.org Our Council > Council Patch Programs).
 - o Troop agrees to display the H-E-B/GSSWT partnership table display at all H-E-B booths.
2. The Troop Cookie Manager must utilize the **Booth Sale Recorder** (in eBudde *or* on the Troop PLUS! App) to allocate cookies to girls who participated in the H-E-B booth(s). Council **must** track all sales at H-E-B locations to let them know the significance of our partnership. Complete your troop's Booth Sale Recorder entry as soon as possible after the booth (but **NO LATER THAN** Monday, March 6, 2023). See pg. 27 in the TCM Companion.
3. Sign and return this agreement to the Product Program department ***no later than the troops first scheduled H-E-B booth date.*** Please email picture or scan to customercare@girlscouts-swtx.org.

This form MUST be signed by BOTH the Troop Leader AND Troop Cookie Manager.

We have read and acknowledge understanding of all H-E-B booth site requirements on the back of this form.

We pledge that Troop# _____ (adults and girls) will abide by all procedures and guidelines.

Troop Leader Name _____

Troop # _____ Community _____

Phone _____ Email _____

Signature _____ Date _____

Troop Cookie Manager Name _____

Phone _____ Email _____

Signature _____ Date _____

Mail/Email TO ADDRESS: GSSWT, Attn: Product Program Dept., 811 N. Coker Loop, San Antonio TX 78216
OR EMAIL: customercare@girlscouts-swtx.org

Initial each line below to acknowledge your understanding of the statements and H-E-B booth site requirements:

_____ All adults helping at an H-E-B booth location **must** review booth procedures and guidelines, and complete a Booth Etiquette Agreement

- See the Booth Do's and Don'ts under the Booths tab at <http://www.girlscouts-swtx.org/CookieMaterials>

_____ Absolutely no more than 2 adults and 4 girls are allowed at the booth sites. Tag-a-longs (siblings and/or friends) are not permitted. **No adult-only booths.**

_____ Troops will only use **H-E-B** plastic bags or generic (non-branded) bags.

_____ Troops are required to record ALL H-E-B booth sales in the booth recorder in eBudde website or App (see pg. 27 in the TCM Companion).

_____ If you are unable to make it to your scheduled H-E-B booth site, you **MUST** “unclaim” it on eBudde (see pg. 27 in the TCM Companion) at least **2 days** before the date to ensure that another troop has an opportunity to fill the slot.

_____ Begin packing up your booth 5 minutes before end of scheduled 2-hour shift. All customers at the end of your shift belong to the next troop. *Smooth and considerate transfer of troops at sites is imperative.*

- If the next troop does NOT show up, the troop at the site may stay until they do show up but **MUST** be prepared to pack up quickly and leave if/when the troop shows up.

_____ Troop must have a copy of this H-E-B Booth agreement at each site.

_____ The special H-E-B/GSSWT partnership table display (last page in this packet) must be visibly displayed at your booth table during your time slot(s). If needed, you can obtain color copies from the SCGSLC Resource Center.

_____ If a situation occurs while at the booth and you ask store security, staff or management for assistance, you must report it on the day of the occurrence by calling 210-349-2404/1-800-580-7247.

- If during GSSWT business hours, ask for the Product Program department. You must **ALSO** contact Whitney White, H-E-B Public Affairs on weekdays at 309-230-8223.
- If during the weekend, call the number and press 1; the automated phone system will forward the call directly to the council's ICE (In Case of Emergency) cell phone. You must **ALSO** contact Whitney White on weekends at white.whitney@heb.com.

Remember to read and adhere to all instructions in this H-E-B Booth Site Agreement.

A note to volunteers, girls and families:

Girl Scouts of Southwest Texas' historic partnership with H-E-B to set up cookie booths is a product of well spent time and effort building a strong relationship together. The requirements in place for these H-E-B booth locations are to ensure that everyone gives 100% to maintaining this relationship. We appreciate your understanding of how important this agreement is and your dedication and commitment to upholding these requirements. We are looking forward to hearing about all the great comments given to H-E-B corporate leaders—filled with praise for Girl Scouts! You are the face of GSSWT in our community—and to our community partners! We have confidence you will shine!

Sincerely,
Christina Frazier
Director of Product Program
cfrazier@girlscouts-swtx.org

Mail/Email TO ADDRESS: GSSWT, Attn: Product Program Dept., 811 N. Coker Loop, San Antonio TX 78216
OR EMAIL: customercare@girlscouts-swtx.org

**H-E-B proudly supports
Girl Scouts of Southwest Texas**



Helping Here.



**Every Cookie Has a Mission:
TO HELP GIRLS DO GREAT THINGS.**



