

# 2024 Independent Booth Agreement

## How to schedule an Independent Booth?

1. Go to the business you would like to ask—bring this form with booth FAQ on the back
2. If business approves, complete this agreement with the business’s manager/property manager—this form can also be shared and completed as a PDF
3. Once online or paper form has been completed, enter the booth info in eBudde under the Booth tab ATLEAST 2 business days before booth
4. Troops do NOT need to submit this form to council unless requested.

## Keep this signed agreement with your cookie paperwork. *Do not send to council unless requested.*

- Booth requests MUST be entered in eBudde at least 2 business days before booth. Saturday/Sunday booths must be entered in eBudde no later than 1 p.m. Thursday’s before the scheduled booth.
- Independent booths will be approved/not approved weekdays beginning in January. If you have a question about your site, contact the Product Program department.
- You must have a copy of this agreement with you at your booth site. *If not approved in eBudde by the Product Program department, do NOT set up the booth.*
- Approved independent booths may begin as soon as cookies arrive at initial delivery on Wed., Jan. 24.
- Insurance will be sent to booth locations prior to the first independent booth on Wed., Jan. 24 and on a rolling basis based on independent booth approvals

Fully complete and ensure that you have the signature of the business owner or property manager:

### Troop Cookie Manager (TCM) Information

Troop # \_\_\_\_\_ Community: \_\_\_\_\_ Troop Cookie Manager: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Business/Facility Information

Name of Business/Facility: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Booth Sale Date/Time Information

Approved Booth Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_  
 Approved Booth Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_  
 Approved Booth Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_  
 Approved Booth Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_  
 Approved Booth Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_  
 Approved Booth Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_  
 Approved Booth Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_

### Business Owner/Manager Information

I agree to allow troop # \_\_\_\_\_ to set up a cookie booth site at my location on the date(s)/time(s) listed above.

Business Owner/Manager Name (*please print*) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Girl Scout Cookie Booth FAQ

### **How do I complete the booth scheduling form?**

1. Complete the business contact info and list the dates/times that you would like to allow girls to host booths—if you can, we do prefer even timeframes as booths are scheduled in 2-hour timeslots!
2. Provide any special instructions about where the troop should set-up on the front or back of the agreement.
3. Give back your agreement form or email/text to the troop contact listed.
4. The troop will now plan to attend booths on those listed dates/times.

### **What is required for my business to host Girl Scout Cookie booths?**

All we need is a completed Independent Booth Agreement with an authorized signature from a manager and any special instructions you might have.

### **Do I need to provide anything for the cookie booth?**

Just a safe spot for a booth at your storefront or in your parking lot for a drive-thru booth! Troops should bring all supplies with them to make their cookie booth a success, including a table and anything else they might need, they will also take all the trash when they leave.

### **Are the girls and parents attending the booths covered by Girl Scouts of Southwest Texas insurance?**

Yes! Before all cookie booths begin, we will request liability coverage for our girls, volunteers and parents effective at all booth locations. A certificate of liability insurance will be mailed to you to have on file, and we can always email you a copy as requested.

### **When are booths held?**

Cookie booths are allowed to be held from Jan., Wed. 24 – Sun., Feb. 25. We do allow select cookies booths after this date but only with special circumstances.

### **If I have questions or concerns, who should I contact?**

You can contact us anytime by emailing [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org), attn: Product Program or if during the weekend you can call (210) 349-2404 and press 0.