

2025 Independent Booth Agreement

How to schedule an Independent Booth

1. Go to the business you would like to ask—bring this form (booth FAQ on the back).
2. If the 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 the online or paper form has been completed, enter the booth info in eBudde under the Booth tab AT LEAST 2 business days before the booth.
4. Troops do NOT need to submit this form to council unless requested.
5. ***Booth requests MUST be entered in eBudde at least 2 business days before the booth. Friday/Saturday/Sunday booths must be entered in eBudde no later than 1 p.m. Thursdays before the scheduled booth.***

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

- Independent booths will be approved/not approved on 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 attend/set up the booth.*
- Approved independent booths may begin as soon as cookies arrive at initial delivery on Wed., Jan. 22.
- Insurance will be sent to booth locations before the first independent booth on Wed., Jan. 22, 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: _____
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 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 you would like to allow girls to host booths—if you can, we 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. Return the completed agreement form by 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.

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 for a successful booth, 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 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 Wed. Jan. 22 – Sun., Mar.2. We do allow select cookie booths after this date but only under special circumstances.

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

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