

# Cookie Booth Guidelines 2021

**Cookie booths allow girls an opportunity to reach their goals and make a difference in their community! A Girl Scout cookie booth is not just a “booth,” it’s the troop’s storefront for their business. Follow the guidelines below to ensure a successful and safe cookie booth.**

*Failure to abide by these guidelines could result in the cancellation of all future booths for a troop, or could cause the store to cancel future timeslots for all troops.*



## COVID-19 Booth Guidelines:

- All representatives need to wear a face mask covering nose and mouth at all times.
- No more than 5 representatives at each time, maintaining social distance at all times with 2 of those representatives being registered and approved adult volunteers.
- Table to ensure social distancing. Be prepared to bring your own table and chairs to your booth location.
- Bring hand sanitizer and have it available at each booth.
- Use cashless payments when possible such as the Clover Go.

## Standard Guidelines for Booths:

- Take your booth confirmation with you from eBudde. Be sure to check the special instructions.
- All adults at a cookie booth must be registered and approved members. They are supervising girls!
- Dress appropriately for winter weather, and wear uniforms, Girl Scout T-shirts, or Girl Scout pins.
- Be on time for your cookie booth. Do not arrive early and expect to set up while the other troop is finishing their sales.
- Count cookies and money before and after each booth slot. Write a receipt before and after counting to verify. Make sure all money and inventory are accounted for.
- If two adults switch in the middle of the booth slot, count and verify the cookies and money balance.
- Carry a cash box with around \$30–\$60 in change. Do not ask the store for change!
- Drive-Thru cookie booths are acceptable. The same rules as a normal cookie booth should be followed and always ensure that the girls are in a safe location with adequate lighting and away from traffic. Use cones or other safety precautions to keep the girls and volunteers visible in the drive-thru area around the passing cars.
- Review the Girl Scout Law with girls before starting and help girls “live the law” in how they represent themselves at the cookie booth.
- Do not block doorways or harass customers. This includes yelling and chants. Allow customers to come up to the table. Pay attention to specific business guidelines on your confirmation.
- Girls may not directly solicit funds from individuals or organizations. This includes no solicitation for donations during your Girl Scout cookie booths. No donation jars on tables.



- Do not eat, drink, smoke, or chew gum at a cookie booth. Your troop is representing Girl Scouts to the community.
- Do not leave empty packages, cases, or trash at your booth table. The entire council may be asked to cancel all cookie booths at that store or chain if there are issues.
- Any cookie booth listed in eBudde are linked to the Cookie Finder. Customers can see when and where cookie booths occur. Don't be a "no show". If you cannot attend a booth, release it in eBudde or contact your Service Unit Cookie Coordinator to find a troop.
- If we receive a customer or store complaint about your troop during a cookie booth, your troop will be removed from the remainder of your council sponsored cookie booth.

## Cookie Stands

**New this year girls may work with their caregiver to host a Cookie Stand! A cookie stand is similar to a lemonade stand in that it is ran by girls from one household with their caregiver there to supervise. The caregiver is responsible for the cookies they sign out and since they are supervising their own Girl Scout, membership and background checks are not required. This will allow girls to have the booth experience without the added complications of a council sponsored booth.**

### Guidelines are as follows:

- Family/Household Unit – minimum **one** adult/caregiver and maximum **two** girls from same household – these will work similar to a Cookie Booth, but with rules to allow for one adult and one Girl Scout from the same household to manage the cookie sales at a location known as a Cookie Stand.
- Non-council sponsored locations only – households can set up at local businesses not listed in eBudde as a council sponsored booth already. They may also set up on their own private property.
- Caregivers must seek approval from TCM; TCM then will submit Cookie Stand on behalf of troop in eBudde for council approval (same instructions as setting up a non-council booth) – once approved, the location, date, and time will link to Cookie Finder. If on private property the stand does not need to be submitted for approval.
- Locations will be approved on first-come-first-served basis; if a troop has already submitted a location for a Cookie Stand/Booth approval, the second request will be denied and encouraged to seek a different date/time from the location to re-submit.
- Caregiver must connect with TCM to obtain cookie inventory (and sign receipts) for Cookie Stand. As with any time cookies are signed out by caregiver, the cookies and funds for those cookies are the responsibility of the caregiver signing for them.
- Households with girls from more than one troop must work with each troop's Cookie Manager for inventory calculations and funds due if girls are working Cookie Stand together.
- All general Cookie Booth guidelines as pertaining to etiquette, setup, teardown, and COVID restriction policies must be followed at Cookie Stands.

