

Cookie Booth Etiquette & Tips

Please review with all girls and adults participating in Cookie Booths. To ensure a high quality program and member safety all guidelines must be followed.

Basics

- Booth sales are conducted by troops. Individual girls and families do not conduct booth sales.
- When conducting a booth sale, print a copy of the signup confirmation and take it with you as the permit to your location, date, and time.
- If two troops show up at the same time and location, please work out a solution and be sisters to every Girl Scout. The contact person for that location is on the printout. Do not involve store management with troop conflicts.
- Girl Scouts should always behave in a manner appropriate to a public setting. Adults are responsible for the actions of both themselves and the actions of the girls. Girl Scouts and adults who do not follow procedures and etiquette should not be permitted to participate in booth sales.
- Please behave professionally and do not eat or drink while selling Girl Scout Cookies.

Security & Safety

1. Never leave girls alone and unsupervised at a booth sale. There always needs to be an adult present and engaged.
2. Keep a careful eye on the money box. Girls should be encouraged to accept payment and make change, however, an adult should be carefully watching each of these transactions.
3. In the case of an incident where you or your Girl Scouts feel threatened, call 911 immediately, and then call the council at 309-764-8833 (emergency line).

Standards

- There must be a minimum of two adults present and a maximum of four girls at all booth sales. For larger troops, schedule girls to participate in shorter shifts so every girl has the chance to participate. Non-registered friends, acquaintances, siblings (including infants), and pets are not permitted at booths.
- All Girls should wear identifiable Girl Scout apparel during a booth sale, like a membership pin, uniform, sash, vest, or other Girl Scout clothing. Remember to always dress for the weather and wear appropriate attire. The girls and adults will be working and representing Girl Scouts.
- Abide by all requirements on your sign-up printout specific to the booth sale location. Be sure all adults understand that the booth location and requirements were coordinated with the council and any failure to follow those requirements may jeopardize the troop from being able to participate in future booth sales. The location managers have the right to ask your troop to leave. If asked to leave your troop must go without comment or conflict.
- If you are not sure where to set up, please check in with the location manager on duty.
- Do not show up more than 10 mins before your scheduled time. The troop signed up before you is set to end their booth at your start time. If you arrive early, you are not allowed to sell before your scheduled time starts. If you are scheduled where another troop is showing after yours and they do not show, you can continue to sell until that troop shows up for their shift.
- At the end of your shift clean up, and leave the area better than you found it. All empty cases and trash must be taken with you and do not use the location's trash services.
- Locate the restrooms for the girls to be able to use while working and remember to use the buddy system.