

Cookie Booth Agreement for Troop Leaders and Cooke Managers

**BEFORE PARTICIPATION IN ANY COUNCIL SPONSERD BOOTH CONTRACT MUST BE READ, SIGNED and Sent to
Shellig@girlscoutstoday.org**

Thank you for participating in GSEIWI Council Sponsored Cookie Booth. In order to be consistent in our booth selection process and to leave a very positive impression so businesses will invite us back in the future, we ask that you adhere to the following guideline and the Etiquette Guidelines sheet Girl Scouts of Eastern Iowa and Western Illinois provides or all troop participants.

1. All Council sponsored booth sign ups must be done in the eBudde system.
2. Each Girl and Troop must read and agree to the Etiquette Guidelines GSEIWI provides.
3. The Adult must check in with the Manager on Duty at booth site, and ask where set up should be. (As this may change from time to time.)
4. There will be at least 2 adults at booth (one a registered Girl Scout Volunteer) and then up to 4 girls per shift. (No more than 6 people per booth, per time frame.)
5. Troops agree to follow any safety guidelines as required by store management.
6. Cancelled booths should be reported in the ebudde system. A phone call to Shelli Griffin 563-613-1764 about reason, and location of cancellation required if within 24hours of set booth time so she can see about finding a substitute troop to fill space. It is very important that if you signed up for a booth space you attend. Call the business and let them know you are not going to be there as well as Shelli.
7. You must be registered in the eBudde system to participate in any council sponsored booths. (An organization that has partnered with GSEIWI or GSUSA has specific contracts and agreements that must be followed.)
8. A business has the right to have other organizations represented at the same time as your booth, if you are there with multiple organizations remember to continue as planned and be polite with the other organization. (Example: A softball team may be collecting donations at the same time as your cookie booth.)
9. Only registered Girl Scouts can sell cookies, unregistered girls, siblings or family members are not allowed to sell.
10. Girls Scout uniform or other Girl Scout Attire must be visible on all girls at the cookie booth.
11. Girls are to never be left alone for any reason at a cookie booth. There must always be adults supervising at booths at all times.
12. Only Girl Scout items are allowed to be on the booth tables no selling of any other products.
13. A business has the right to ask a troop to leave at any time and if asked the troop must do so without any conflicts.
14. One adult must be a registered volunteer with GSEIWI. Adults assigned to work a cookie booth should manage the girls at the booth so that their presence there is safe and pleasant for the business and its customers.
 - Girls should walk, and not run, at all times during the booth sale.
 - Girls should not be on the curbs or in the parking lots during booth sale.
 - Displays, shopping carts, and doors should not be touched or interfered with by the girls.
 - Girls' voices should only be heard by the business' customers in reference to cookies.
15. Adults assigned to work the cookie booth must ensure that the troop cleans up and leaves no trash in the area at the end of the scheduled time of the booth.

If any questions or concerns come up please reach out to the Product Program Coordinator, Shelli Griffin at, shellig@girlscoutstoday.org or 563-613-1764.

Remember you are representing Girl Scouts and the Girl Scout image, program and making the world a better place.

I have read and agree to all the terms above as well as in the Cookie Booth Etiquette Tip Sheet:

Name: _____

Troop: _____

Date: _____

Email: _____ Phone: _____