



## 2020 Cookie Booth Agreement for Troop Leaders and Troop Cookie Managers

Thank you for participating in cookie booths. In order to be consistent in our booth program and to leave a very positive impression so businesses will invite us back in the future, we ask that you adhere to the following guidelines.

1. Only Girl Scouts and adults registered for the 2019-2020 Girl Scout year can sell cookies. Unregistered girls, siblings or adults cannot be at the booth sale.
2. The Girl Scout Cookie Program is the largest girl-led entrepreneurial program in the world. Girls and adults at a booth sale are there to work; no cell phones, tablets, etc at booth sales by girls or adults unless they are being used to process payments.
3. Troops should respect service unit boundaries and ask permission to establish a booth within other service unit's borders. This should be done prior to contacting the business of the desired location.
4. Troops cannot go outside of GSSNE'S council boundaries. Please go <http://www.gssne.org/en/our-council/council-map.html> for council boundaries.
5. Service Unit Product Program Coordinators or Troop Cookie Managers should send all booth information to council at least 1 week prior of booth sale to ensure council is able to upload location into the Cookie Booth Locator.
6. Troops should notify PPC if booth is canceled so the PPC can reassign booth sale to another troop.
7. If there is a scheduling conflict with another troop at the booth location contact the SU Booth Sale Coordinator/PPC or share the location so that the girls are not disappointed.
8. A business has the right to approve another organization to sell at the same time as your troop's cookie sales. If this happens at your troop's booth, continue as planned and be polite to the other organization.
9. At a troop meeting prior to the booth sale, go over the Cookie Booth Etiquette and Guidelines form with all girls and adults that will be participating in the booth sale.
10. Girl Scout uniforms, membership pins, or other Girl Scout attire must be visible on all girls at the cookie booth.
11. Since the Girl Scout Cookie Program is a girl-led business, the girls should be doing the majority of the cookie selling.
12. Only Girl Scout cookies should be on the table and being sold at the cookie booth—no other products.
13. 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 curbs or in the parking lot during booth sales.
  - Displays, shopping carts and doors should not be touched or interfered with by girls.
  - Girls should not use overly loud voices in the sale of cookies and should not be disruptive in any way to the normal business of the retailer.
14. Adults assigned to work a cookie booth must ensure that the troop cleans up and leaves no trash in the area at the end of the scheduled time for the booth. Cookie boxes should not be left at the location or in their trash/dumpsters. Take in/take out policy should apply at all booth sales.
15. Refer to Safety Activity Checkpoints located on our website [www.gssne.org](http://www.gssne.org) under Forms.

Please sign and return this form to your service unit Product Program Coordinator before holding booth sales.

Troop Leader's Signature \_\_\_\_\_ Date \_\_\_\_\_

Cookie Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_