

INTRO TO COOKIE BOOTHS

What is a Cookie Booth?

A Cookie Booth is a place where Girl Scouts sets up a table at a business or other approved public location to sell Girl Scout cookies. Only registered Girl Scouts are allowed to sell Girl Scout Cookies. Any resale or redistribution of Girl Scout Cookies is unauthorized.

Why have a Cookie Booth?

- Girls and troops can sell a lot of cookies in a short period of time because they don't have to transport boxes to individual homes.
- Girls and troops can reach customers that may have been overlooked or were unreachable during door-to-door sales.
- Four out of five people will purchase Girl Scout cookies if asked, but nearly 35% of customers are never asked!
- Girls who are unable to sell door-to-door can participate in cookie booth sales.

How do we have a successful Cookie Booth?

- Select a location with a lot of "foot traffic." Nights and weekends are generally the best times.
- Take an adequate supply of the best sellers — at least two or three cases each of Thin Mints, Samoas and Tagalongs, plus 1 to 2 cases each of the other varieties.
- Make an attractive table display to invite customer interest. Balloons and cookie costumes are great.
- Prepare a troop goal poster and display it at your booth. Customers love to help girls reach their goals! Update the poster as boxes are sold.
- Have a donation jar for Cookies for a Cause with our custom designed label you can download and print from our website.
- Make safety a priority at all booths; girls should stay away from street traffic and be dressed appropriately.
- All cookie booths must be approved by Council through the eBudde booth schedule.



GSHNC In-Person Activities

Girls and volunteers are not required to participate in any activity. It is the sole discretion of each individual family and their comfort level with the planned activity.

Please continue to refer to the GSHNC website for up-to-date COVID-19 Guidance. This resource is updated frequently as local and state guidelines are continuously changing. This document is located on the GSHNC website at <https://bit.ly/gshncCOVID19>

Booth Sanitation and Cleanliness

- Each booth table will need to have sanitizer accessible to troop and customers
- Each booth table will need to have sanitization supplies to wipe down any touchpoints between customers
- If using a bin method, bins need to be sanitized between each customer
- Pens should be sanitized frequently
- Masks will need to be worn at all times at a booth
- Girls and adults should use hand sanitizer between each customer
- Girls and adults should not attend a booth if they are not comfortable being there or if they themselves do not feel well
- Troop members should practice social distancing with troop members while at a booth
- Urge customers to use card transactions whenever possible

Additional Safety Measures

- Troops may build or buy a plastic barrier or sneeze guard to use at a booth. Instructions to build your own guard can be found in our DIY PPE guide.
- Girls and adults may make or buy face shields. Instructions on how to make your own face shield are at the end of this guide
- All troops must adhere to each location's specific COVID-19 protocol should they have specific requirements



BOOTH SETUP CHECKLIST

- Count cookies and money before the booth begins
- Bring health history forms for all girls present
- Table and chairs
- Tablecloth
- Booth tally sheet, pens, clipboard
- Cash box or waist pouch for adult to wear
- Cash for change
- Booth confirmation email from eBudde (also available in the app!)
- Calculator
- Goal Chart
- Cookies for a Cause Donation Jar (remember - donations for any other purposes, even for the troop, are not allowed!)
- Troop Number displayed
- Girl Scout attire or cookie costumes
- Weather ready attire (ponchos, coats, hand warmers, hats, gloves, boots, tissues, etc.)
- First aid kit
- Wireless phone or device charger
- Count cookies at the end of booth for final count sold
- Personal Protector Equipment (masks, sanitizer, disinfectant, etc.)
- _____
- _____
- _____



BOOTH SETUP

Where do we set up?

Booths should be set up 15 feet from the entrance of the store, and out of vehicle and customer traffic. Store management may have specific setup instructions. Girls should stay within one foot of the booth throughout the duration of the sale.

What goes on the table?

- Tablecloth
- Each variety of cookie
- Goal Chart
- Troop Number
- Cookies for a Cause donation bin and flyer
- Pens and Clipboards with tally sheet and extra blank paper
- Sanitizer
- Shield if preferred (DIY shield instructions in our PPE guide)

What goes under the table?

- First Aid Kit
- Money box (if not on an adult in a waist pouch)
- Extra warming layers/hand warmers/inclement weather gear
- Beverages
- Extra Cookies
- Handbags, backpacks, personal items
- Empty cookie cases

TOUCH-FREE IDEAS

Menu Board instead of cookies

QR Codes displayed for nutritional information instead of boxes available to be read

Money Envelopes to collect money and return change in new envelope

Bin or basket to transfer cookies to customer

Bags for each order that customer picks up and takes with them.



Safety AND Etiquette

Ratio and Booth Attendance

- For 2021 Cookie Season, we will allow a family unit, a Girl Scout and 1 caregiver, to be at a booth.
- For safety reasons, we prefer a minimum of 2 adults and 2 girls at every booth table. If a troop is at multiple entrances, each table must have a minimum of 2 girls and 2 adults.
- Never leave the booth unattended.
- Girls can never be left alone at a booth for any amount of time or for any reason.
- Use the buddy system when using restrooms.
- Only Girl Scouts and booth specific adults should be at the booth. Additional family members, friends and pets (unless it is a service animal) should not be at the booth with the girls. Non-Girl Scout attendees are not covered under our insurance and pose a safety risk to all participants at the booth.

Booth Safety

- Cash is to be kept out of site at all times. Preferably on an adult in a zippered waist pouch. Adults should assist in handling cash transactions.
- Always have a first aid kit.
- Have a health history form for each girl present.
- If someone takes money or cookies, DO NOT attempt to physically retrieve the stolen items and DO NOT allow the girls to do so. Instead, get a good description of the offender(s), call 911 and alert store security (if available). Make sure the girls know what to do in the case of theft. Keep the girls in a safe location until parents/guardians pick them up.
- Girls should never give out their names, addresses, or telephone numbers to customers.
- Booths should not be set up on a busy street, intersection or curb.

Etiquette

- Do not ask the store manager to mediate conflicts between troops; please contact your Area Booth Coordinator or Council if there is any confusion concerning the booth.
- Begin packing your booth up 15 minutes prior to your end time; never stay past your assigned booth time when another troop is waiting to set up.
- If two troops show up at the same booth, the troop with the approved booth email has priority. In the unlikely event that both troops have a report for the same booth (check to make sure date, time and location are correct) the troops should calmly work together to find a solution that is satisfactory with both troops. Notify the council if this occurs at cookies@hngirlscouts.org
- Be polite and friendly; Say THANK YOU to all customers.
- No running around or shouting at the booth.
- Remember to be considerate, caring, friendly and helpful to sister scouts, customers and businesses.
 - No smoking or eating at booth
 - Approach customers as they are exiting stores

