



Girl Scout Cookie Booths

A Guide to Cookie Season Success

Cookie Booths are a time-honored tradition for many Girl Scout troops. It's a great opportunity for Girl Scouts to meet new customers and build people and money management skills. As our world continues to evolve, Cookie Booths do too. Cookie Entrepreneurs can demonstrate this Cookie Season and we know together as a community we've got this!

Council-scheduled Cookie Booth dates

February 23 – March 31, 2024.

As a Troop, discuss how you want to participate in Cookie Booths this year. Safety is always top of mind – no matter how you're selling cookies this year, we appreciate your flexibility and commitment to Girl Scout safety and experience.



Girl Scouts & Parents: Troop Cookie Manager and/or Leader

Troops: Service Unit Cookie Manager

Service Unit Cookie Managers: GSH Council Cookie Team

General Questions: 808-675-5536 or cookies@gshawaii.org

Cookie Booths are one of many ways to sell Girl Scout Cookies. They are an excellent opportunity to sell directly to customers, while developing the essential skills of money management, people skills and customer service.

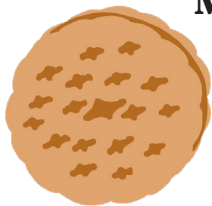


"Traditional" Booths are typically located in public business locations and have been secured by Council.

These chain stores should not be contacted by individual troops or girls to secure additional booth dates/times. Be sure to sign up for these booths in eBudde before the 6 weekends of public booths begin through the booth lottery.

Troop-Secure Booths are located at stores that troops themselves have contacted and received permission to sell. Troops will be able to request these booths through eBudde starting January 22, 2024. These types of cookie booths need to be requested in eBudde at least 3 days in advance of the booth date so that Council can make sure there aren't any time conflicts with another troop and proper insurance paperwork is prepared if needed.

Booths must be scheduled for after February 23.



My Family 1:1 Booths are booths that are run by girls from one household with their caregiver to supervise. The caregiver is responsible for the cookies they sign out from the troop since they are supervising their own Girl Scout. Membership and background checks are not required. Girls/families can sign-up for a council or troop secured booth location through their Troop Cookie Manager (TCM). The TCM will have up-to-date information on all approved booth options in eBudde. Or girls can set up a lemonade style stand on their own property or at the home of a friend or family member.

Drive-thru Booths are booths that Girl Scouts can host that are both contact-free and fun! Council will have some locations identified specifically as a Drive-thru booth in eBudde that will be available for troops to secure during the eBudde Booth lottery. Additionally, you may find a location ideal for a drive-thru booth (a business, place of worship, school or college parking lot, open lot, or any location where you can set up a driving path).



Virtual Cookie Booths are hosted on social media, which gives Girl Scouts a way to achieve sales goals and help others in their community from home. In fact, Girl Scouts may find this allows them to discover new ways to take the lead in their cookie business and stay connected through virtual means.



*For Troop-Secured, My Family 1:1 and Drive-thru booths, please contact your Troop Cookie Manager for information and ways to get started.

**Visit the Troop Cookie Toolkit for more information on Drive-thru and Virtual Booths!

Hosting a Booth

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General Booth Guidelines

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For troop booths, there needs to be a minimum of two adults and two girls at every booth table. At least one of the adults at the cookie booth must be a registered and screened member. Exception to this would be for My Family Sales booth where up to three Girl Scout siblings from the same household can sell cookies with their own parent/caregiver.*

- 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 supervising adults should be at the booth.

* These ratio recommendations are

guidelines. The number of girls/adults at any booth may vary based on the set-up/location. Use your judgment when allowing more girls and volunteers than the minimum guidelines as it relates to COVID-19 social distancing. Consult current state/county/local COVID-19 guidelines regarding the total number of group and households as needed. For example: no more than 5 girls adults from no more than 2 households.

Hosting a Cookie Booth is an exciting opportunity to get first-hand experience with interacting with customers to show them what being a Girl Scout is all about. Review the following Booth procedures and guidance, especially if you are a first-time cookie seller or want to get more tips on booth best practices.

Confirm with your Troop Cookie Manager or your troop's safety-wise adult on the specifics for your booth site, when and where to set up, and if there are site specific instructions the property has provided. Make sure to have the following items handy:

- Girl Scout uniform or other identifiable Girl Scout clothing
- Health history forms and first aid kit
- Booth signs
- Table cloth
- Money pouch & change
- Booth Inventory sheet
- Square reader (if applicable)
- Fully charged phone (if applicable)
- Access to Digital Cookie (if applicable)
- Don't forget the cookies!!

Get excited for your Cookie Booth adventure!

*Please note that everyone may have a different role in preparing for Cookie Booths, so work as a team to make sure you have what you need!



Be prepared for your cookie booth sites

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During your Cookie Booth

Always be courteous and friendly to customers who pass and approach your Cookie Booth.

Consider sharing your 'Perfect Pitch' including points like

- Why do you sell Girl Scout Cookies?
- Why it is important to you to participate in the Cookie Program?
- What are your or your Troop's goal this Cookie Season?
- How will proceeds benefit your Troop?
- Have all of the cookie flavors you are selling available and be prepared with questions customers might ask.
- If you don't have the cookie flavor the customer is looking for, offer alternatives and different ways they can purchase their favorite cookie flavor, like visiting your or your Troop's Digital Cookie link.
- Thank the customer, even if they did not purchase cookies.
- Always follow Booth Safety and COVID-19 guidance as outlined on the next page.

After your Cookie Booth

- Use the Booth inventory sheet to tally up all of the cookies sold and donated.
- Be sure to clean up your space and not to leave anything behind.
- Designate an adult present in your Troop to share what was sold at your booth with your Troop Cookie Manager
- Pat yourself on the back for a job well done!

Booth Procedures & Guidance

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There are lots of creative and fun ways to host your Cookie Booth, including bringing the items you need to make it a success. Find more resources on our website at www.gshawaii.org/cookies to access the Troop Cookie Toolkit and more!

Did you know you can rent costumes and cookie banners for your booth? For more information and how to rent any of the items available, visit the form [here](#).

Booth Resources & Swag

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Booth Safety

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Before participating in any money-earning Girl Scout activity, it's super important for girls and adults to review our safety tips to be safe.

Share and discuss these safety tips with all girls and adults prior to the start of the cookie season. Review periodically with girls, as necessary. For more detailed information on these and other safety practices and procedures, please refer to [Volunteer Essentials](#) and [Safety Activity Checkpoints](#).

- Wear a Girl Scout uniform and/or Girl Scout clothing to identify yourself as a Girl Scout.
- Adults must accompany Girl Scout Daisies, Brownies and Juniors selling door-to-door. Cadettes, Seniors and Ambassadors must be supervised by an adult when selling door-to-door and must never sell alone.
- Have a first aid kit and the health history form for each girl.
 - Never enter the home or vehicle of a person when you are selling cookies or making deliveries.
- Avoid selling to people in vehicles or going into alleys.
- Know the neighborhood where you are selling (unless it's an approved drive thru booth).
- Cash is to be kept out of sight at all times. Preferably on an adult in a zippered waist pouch.
- Do not do door-to-door sales after dark.
- Always follow safe pedestrian practices, especially when crossing at intersections or walking along roadways.
- Be aware of traffic when loading product and passengers from vehicles.
- Girls' names, addresses and email addresses should never be given out to customers.
- Use a group contact number or address overseen by an adult for customers to request information, reorder, or give comments.
- Encourage contactless payments using the girl's Digital Cookie – cookies "in hand" or delivery at a later date.

As Girl Scouts and safety-wise community members, always consider protocols to keep you and your customers safe. Despite COVID-19 restrictions easing, it is always important to keep safety and the wellbeing of everyone at top of mind. Consider the following points as you begin your Cookie Booth experience.

- Personal protective equipment (PPE), such as face masks covering the nose and mouth and gloves.
- Implement social distancing at Cookie Booths to avoid overcrowding.
- GSH always follows state and local safety guidelines on gathering limits.
- Use hand sanitizer and sanitation supplies to wipe down tables and other areas that have been touched.
- Business may have specific safety requirements (like the number of girls, cleaning protocols or location) that girls and troops must follow. These will be listed on the form confirming dates and these instructions will be given to Troops and are included in eBudde. Always adhere to business protocols and guidance.
- Troops should encourage touchless payment methods to minimize cash handling.
- Girl Scouts and adults should not attend a Cookie Booth if they feel unwell or sick, including but not limited to symptoms of fever, coughing, sneezing, etc.

OUR TOP PRIORITY AT GIRL SCOUTS OF HAWAI'I HAS ALWAYS BEEN AND WILL ALWAYS REMAIN THE SAFETY AND WELLBEING OF OUR INSPIRING GIRL SCOUTS, THEIR FAMILIES, OUR DEDICATED VOLUNTEERS AND OUR PROUD SUPPORTERS. FOR MORE INFORMATION ON THE GSH COVID-19 POLICY, PLEASE SEE OUR FULL DETAILS [HERE](#).

Covid Guidelines

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Cookie Booth Etiquette Contract

On My Honor,

I, _____, will follow the guidelines listed below while working at our Troop's Cookie Booth:

I will:

- Be a registered Girl Scout and have a signed Caregiver Permission and Responsibility Form.
- Live by the Girl Scout Promise and Law.
- Remember that I am a representative of Girl Scouts and that my behavior at Cookie Booths reflects on all of Girl Scouting.
- Be knowledgeable about the Girl Scout Cookie Program, the cookie prices, the flavors, and my goal.
- Know what my troop will do with troop proceeds.
- Be identifiable as a Girl Scout by wearing my Girl Scout uniform or Girl Scout clothing.
- Arrive on time and ready to participate.
- Stay out of the doorways and walkways, remain in designated area, and stay behind or near the booth.
- Respect each host retailer's policy regarding cookie booth procedures.
- Follow all Girl Scout Activity Checkpoints including adult-to-girl ratios, buddy system, and safeguarding money.
- Be polite, friendly, and helpful.
- Say THANK YOU to all customers regardless of cookie purchase.
- Keep table and area neat by removing empty boxes and recycling them if possible.
- Clean up booth area before I leave, removing all trash, and taking all boxes and supplies with me.

I will not:

- Get in the way of the business customers.
- Ask a customer more than once to purchase Girl Scout Cookies.
- Go into the host's business unless accompanied by an adult.
- Use outside voices, run around, play, or be a distraction to customers and fellow troop members.
- Chew gum, eat, or drink while at a cookie booth.
- Leave trash, cookie cases, or other items behind.

Girl Scout Promise

On my honor, I will try:

To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law.

Girl Scout Law

I will do my best to be

honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong,
and responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place,
and
be a sister to every Girl Scout.

Girl Scout Signature

Date

Caregiver Signature

Date

Please return to your Troop Cookie Manager before participating in a Cookie Booth.

Caregivers Please Remember:

Participating in cookie booths gives girls the opportunity to learn new skills, to promote Girl Scouting, live the Girl Scout Promise and Law, and to sell more cookies. With this opportunity comes the responsibility to follow safety, public relations, and business guidelines.

Selling Girl Scout Cookies at booths is a privilege granted to us by local businesses. This privilege, if abused even unintentionally, could cause all Girl Scouts to lose the opportunity for additional booths at these places of business, access to customers and properties. If complaints arise, you may be asked to leave.