



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 what it means to be a Cookie Boss and learn new skills each step of the way.

Check your calendar for this year's Cookie Booth sales window

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.

Questions? We have a whole team to support you

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

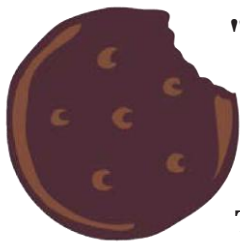
Troops: Service Unit Cookie Manager

Service Unit Cookie Managers: GSH Council Cookie

General Questions: 808-595-8400 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.

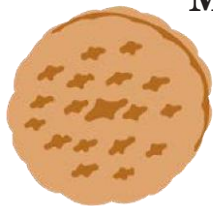


"Traditional" Booths are typically located in public business locations and have been secured by Council.

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-Secured 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. 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.



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.

Hosting a Cookie Booth is an exciting opportunity to get first-hand experience 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.

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! 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
- Booth Inventory sheet
- Square reader (if applicable)
- Fully charged phone (if applicable)
- Access to Digital Cookie (if applicable)
- Don't forget the cookies!!



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 goals 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.

Booth Procedures & Guidance

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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 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 Resources & Swag

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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 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.
- Cash is to be kept out of sight at all times. Preferably on an adult in a zippered waist pouch.
- Do not sell door-to-door 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.

Girl Scout and adult safety is Council's number one priority. Always be aware of your surroundings and use your best judgment when selling at booths, going door-to-door and otherwise selling cookies in the public. The following is not meant to encompass every and all situations. This section is intended to help Girl Scouts and adults be prepared and ready to take action. The adults supervising/accompanying Girl Scouts should always use their best judgment when handling similar situations.

What do I do if...

- A passerby approaches our booth and doesn't leave us alone
- Someone is lingering in the area and makes Girl Scouts/the Troop feel uncomfortable
- There is fear of threat of our money/product being stolen
- Someone talks to Girl Scouts about an inappropriate topic
- There is unsafe activity happening in the nearby area

The supervising adults should always be the ones to take action. Utilize the following steps as a guide to keep everyone in the group safe:

- Be prepared to pack up the booth, as necessary
- Get the attention of the store manager/supervisor and make them aware of the situation
- Contact local authorities, as necessary
- Submit an [Incident Report](#), as necessary
- Refer to our Sensitive Issues One-pager to be prepared to discuss with Girl Scouts or have responses in mind when difficult topics arise

Our top priority at Girl Scouts of Hawai'i has always been and will always remain the safety, wellbeing, and health of our inspiring Girl Scouts, their families, our dedicated volunteers and our proud supporters. Recognize that communicable diseases, including COVID-19, have always presented risks for Girl Scout members to handle. Following Centers for Disease Control standards along with guidance from local jurisdictions is expected. Be prepared to monitor evolving health matters.

Risk Mitigation

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