

## GIRL SCOUT COOKIES<sup>®</sup> ARE HERE! girl scouts

Cookie booths are a fantastic way for Girl Scouts to reach new customers and troops to increase their sales. Booth sales are generally held in front of local businesses or at community events with high foot traffic. Girl Scouts can also consider holding a virtual booth on social media with the supervision of troop adults.

Check out pages 27-29 in the cookie program troop guide to ensure you have the information needed for Girl Scouts to hold successful booth sales!



## How does the troop obtain a booth sale site?



Booth sale sites are handled at the service unit level. Troops should check with their service unit cookie manager to determine the service unit's procedure for securing a booth site. Once the service unit confirms a booth site, it **MUST** be entered into the troop's record in [eBudde](#) (Booth Sales tab).

Listing the booth site in eBudde is **REQUIRED** to:

- » Act as the troop's trip application, AND
- » Allow the booth to be listed in the Cookie Finder app.

Troops may only hold in-person booth sales within their service unit's geographic footprint. If a troop has an in-person booth sale opportunity outside their service unit's footprint, they must contact their service unit cookie manager to obtain permission to hold the booth sale at the desired location.

Booth sales can only be held during the booth sale period (April 1 – May 7, 2023). The GSOFCT Product Sales team must approve any exceptions. Occasionally the council will set up booth sites open to **ALL** troops regardless of where the site is located. These booth sites will be listed in [eBudde](#) and will be available on a first-come, first-served basis. Use the Booth Sale tab and click on "Sign up for a Council Booth" to see available council booth sales once the booth sale season begins.

# Basic Guidelines for Holding a Booth Sale

Be sure to review the [GSUSA Cookie Booth Essentials](#). In addition, troops must review and adhere to the following guidelines:

- Booth sales are considered a troop activity. Occasionally, a Girl Scout in a troop will want to hold a booth outside of or in addition to her/their troop's booth sale(s). These Girl Scouts and families must adhere to the service unit procedures for securing a booth site. If this situation arises, please refer the parent/caregiver to the service unit volunteer who handles booth sites for your service unit. In addition, please refer the parent to the GSOFCCT Booth Sale Guidelines for Families document available at [gsocfct.org](#).
- Troops can obtain inventory for their booth sale in the following ways:
  - » Order cookies on the Initial Order on the Booth line in eBudde, or
  - » Troops can pick up cookies at a council or service unit cupboard (see pages 34-35 in the cookie program troop guide for more information, including the cupboard return policy).

Note: Cookies ordered as part of a troop's Initial Order may NOT be returned to a cookie cupboard, even if the cookies are not sold by the end of the cookie program.

• **Only cookies received in one of the following ways may be sold during the 2023 booth sale season:**

- » Picked up from a GSOFCCT cookie delivery site on April 1, 2023 OR
- » Picked up from a GSOFCCT cookie cupboard no earlier than March 27, 2023.

Cookies from 2022 Election Week Cookie Sales, a different council, or a previous cookie season CANNOT be sold. Troops may not promote, collect, or sell items other than Girl Scout Cookies at a cookie booth.



- Several factors determine booth sale durations. Booth sales can be held for as few as 60 minutes or an entire day. Factors that will influence the duration of the booth sale include:
  - » The number and ages of Girl Scouts available and the availability of adult volunteers.
  - » The availability of the location as determined by the service unit.
  - » The weather! Cold, windy, rainy, or snowy conditions may dictate a shorter booth sale.
- Check in with the business owner/manager and follow any instructions they give you. Please do not ask the business for supplies or change; the troop is responsible for bringing everything it will need for the booth sale.
- Store cases off the ground and keep things neat! Remove empty cases right away. Remove everything the troop brought to the site when leaving.
- All cash donations MUST be used to purchase cookies for the Cookies for Heroes Program OR the troop's local gift of caring initiative. Cash donations should NOT be taken as a donation to the troop.
- Girl Scouts must always be present. Adults may assist but not sell Girl Scout Cookies. At least two adults MUST be present at the booth. At least one of these volunteers must be registered with GSOFCCT and be an approved volunteer. Consider having additional volunteers at the booth sale to assist with bathroom breaks or in case of emergencies.
- Girl Scout Cookie booths CANNOT be held in partnership with businesses, organizations, or events a Girl Scout cannot legally patronize, including bars, breweries, tobacco stores, liquor stores, and marijuana dispensaries.