

Booth Sale Safety and Best Practices

Safety Guidelines

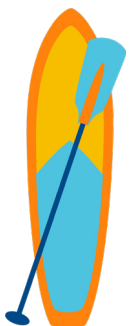
- At least one approved volunteer from each troop is expected to participate in product sales training and update Girl Scouts and volunteers on safety and program materials before the booth sale.
- Check out the booth sale site beforehand. Look for security measures and the location of the nearest bathroom.
- Keep Girl Scouts safely away from cars.
- Girl Scouts should oversee making all sales.
- Review the [Safety Activity Checkpoints](#) for Cookie and Product Sales (page 77).
- The Girl Scout/adult ratio should always be followed. See page 5 in [Safety Activity Checkpoints](#).

What to bring to in-person booth sales

- In addition to cookies, bring a cash box with starter cash and a table.
- If the troop opts to accept credit cards, bring the card reader or mobile device with the Digital Cookie mobile app.
- Signs and decorations for the table.
- Cards and ribbons to make multi-box bundles for occasions like birthdays or holidays.
- A Cookies for Heroes flyer and a Thin Mint box wrapped in the Cookies for Heroes box wrap to promote the program.
- A box or container to collect cookies purchased for a troop's local gift of caring initiative, if applicable.
- Cookie costumes for Girl Scouts to wear to attract customers to the booth. See Pinterest for ideas!
- Snack and water for the Girl Scouts. Note: Girl Scouts and adults should step away from the table when eating or drinking.

Pro Tips

- There are many ways to hold a booth sale, so make sure to present all the options to troop families. Successful booth sales can include:
 - In-person booths in front of local businesses or large community events, in a neighborhood, or at the top of a troop family's driveway.
 - A drive-thru booth sale in a school/church/business parking lot (with appropriate permission).
 - A virtual booth promoted on troop families' social media accounts.
- Consider using one or both troop links on the Digital Cookie platform. Troop families can share the links on social media to expand the base of potential customers. If a troop sets up the direct ship link, it will be included on the GSUSA Cookie Finder app beginning February 27, so customers who don't personally know a Girl Scout can order cookies to be directly shipped.
- Talk about the [Cookies for Heroes Program](#) with customers.
- Allocate the cookies in eBudde to all Girl Scouts who participated in the booth sale (Girl Order tab). This ensures all Girl Scouts who participated receive credit for sales. The weekly *The Cookie Recipe* emails will include more information about this.
 - Cookies should be allocated in a way that is fair to all Girl Scouts. Remember: Girl Scouts who weren't at the booth sale may have helped out in other ways, such as making posters or helping to pick up the cookies.



Cookie Booth Essentials

How to Maximize Your Booth Experience, Interact with Customers, and Stay Safe



Cookie booths are a great place for Girl Scouts to leverage and grow their entrepreneurial skills. This opportunity comes with some important responsibilities.



Remember to follow all guidelines that your council sets, like approved and designated booth locations, as well as requirements for setting up, running, and taking down a booth.



Use this flyer for helpful tips on how to talk to customers about the cookie program, and how to navigate difficult situations that may come up.

Booth Requirements

While at a cookie booth, make sure Girl Scouts wear their uniforms, other Girl Scout-branded clothing, or their membership pin to clearly identify themselves as Girl Scouts. It's a great way to show your Girl Scout pride!

- All booth sales must take place in a designated, council-approved area.
- Booths should not block a store entrance or exit.
- Make sure there is adequate space for a table for the cookies to be on display, and the participating Girl Scout. Ensure that pedestrians, bikes, and cars can safely pass by.
- Always have a first-aid kit available at the booth.
- Have approved volunteers/adults present at a booth at all times.



Tips for Safeguarding Cookie Money

- After receiving cash and making change, Girl Scouts should hand the money to a volunteer for safekeeping and to deposit into the cash box as soon as possible.
- Keep the cash box in a safe place or behind a barrier of cookie packages.
- Don't walk around with large amounts of money.
- Bank cookie money often and do not keep money at home or at school.
- Reduce cash transactions by offering credit card payment options whenever possible.