
CONDUCTING A COOKIE BOOTH SALE

Cookie Booth Safety Guidelines & Procedures

Ensure that all booth volunteers have reviewed the following safety guidelines before your booth sale.

- Ensure you have an updated troop roster on-site and off-site with emergency contacts.
- There should be 2–4 girls and at least 2 adults present at a booth sale at all times. All girls and at least one adult present must be registered for the 2023-2024 Girl Scout year to participate in Girl Scout booth sales.
- Never leave girls alone at a booth. There should ALWAYS be two adults present and engaged.
- Locate and show the girls where the approved restrooms are in the facility. Some locations do not have or do not allow public use of the restroom. Do not ask for exceptions.
- Girls should always use the buddy system when leaving the booth during the sale.
- Only registered Girl Scouts and volunteers may be at the booth. No family, friends, or pets, please.
- Only sell Girl Scout Cookies at cookie booths, do not bring any other items for sale.
- Smoking is not permitted anywhere near a cookie booth.
- 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.
- In the case of an incident where you or your girls feel threatened or money/product is stolen, call 911 immediately and then call the GSSI emergency number at (812) 484-6806. An Incident Report must also be completed and submitted to the council office. Incident Reports are found under the Resources tab at www.girlscouts-gssi.org.
- Adults should not engage in debate if approached by an individual challenging the Cookie Program or Girl Scouting in general. Refer the individual to [GSSI's Answering Difficult Questions Sheet](#) or ask them to contact the council office to discuss the matter further at (812) 421-4970 or support@girlscouts-gssi.org.
- Girl Scouts should always behave in a manner appropriate to a public place. Adults are responsible for their actions and the actions of the girls. Failure to do so may jeopardize the troop's ability to participate in future booth sales. Location managers have the right to ask anyone participating in a booth sale to leave. Troops are to leave without comment if asked to do so. Adults should immediately report the incident to their SUCC, who will contact GSSI's Product Sales department.

COOKIE BOOTH SALE BEST PRACTICES

- Before the booth date, assign shifts and duties to girls and volunteers.
- For larger troops, schedule girls to participate for shorter periods so that every girl has the opportunity to participate.
- If accepting credit cards, ensure that girls and volunteers have completed the Smart Cookies Credit Card training and that a computer or mobile device with an internet connection is available.
- Arrive no more than 10 minutes before your shift. If a troop is scheduled before you, they are allowed to sell until the end of their time slot. Please do not begin selling before your time slot.
- Bring cookies of all varieties and count your cookie inventory before the sale begins.
- Girls should wear Girl Scout clothing or uniform to identify them as Girl Scouts.
- Bring a cash box with one, five, and ten dollar bills. Be mindful of the money box. Girls should be encouraged to accept payments and make change, but an adult should carefully watch all financial transactions.
- Be polite when asking customers to buy cookies—you represent the Girl Scout movement.
- If a booth runs for an extended period or sees a high sales volume, GSSI recommends periodic cash pick-ups by an off-site registered adult or troop leader to detour theft.
- Thank the business before you leave. Girls can even send a thank you card to the business.
- Be sure to clean up the area when you are finished. Do not leave cardboard cases or trash.
- If two troops show up at the same location, please work it out as Girl Scout sisters. Do not involve store management.

TIPS FOR A FUN & SUCCESSFUL COOKIE BOOTH SALE

- Check out cookie costumes for girls to wear during the sale! Reserve costumes with the council office by emailing cookies@girlscouts-gssi.org or calling (812) 421-4970.
- Work with girls to write and practice their cookie pitch so they are comfortable with approaching customers and speaking to them about cookies.
- Participate in the Bling Your Booth contest!

BLING YOUR BOOTH CONTEST

Attract more customers by creating a fun and eye-catching cookie display! We encourage girls to use their imagination and creativity to make their booths unique with our Bling Your Booth Contest. Troops enter by submitting pictures of their booth creation which will be posted on the GSSI Facebook page with a voting link. Dates & details for submissions will be shared in January on Facebook and the council email newsletter.

