

2024 Cookie Booth Reference Guide



OWN YOUR magic

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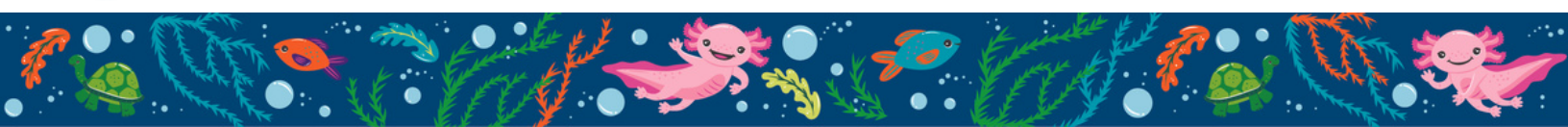
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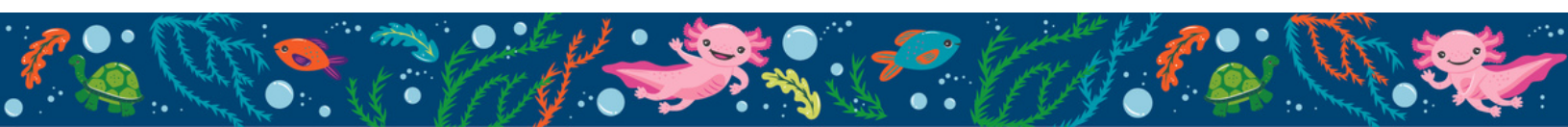
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Intro To Cookie Booths

What Is a Cookie Booth?

A Cookie Booth is a place where Girl Scouts set up a table at a business or other approved public location to sell Girl Scout cookies. Only registered Girl Scouts are allowed to sell Girl Scout Cookies. Any resale or redistribution of Girl Scout Cookies is unauthorized.

Why Have a Cookie Booth?

- Girls and troops can sell a lot of cookies in a short period of time because they don't have to transport boxes to individual homes.
- Girls and troops can reach customers that may have been overlooked or were unreachable during door-to-door sales.
- Four out of five people will purchase Girl Scout Cookies if asked, but nearly 35% of customers are never asked!
- Girls who are unable to sell door-to-door can participate in Cookie Booth sales.

How Do We Have a Successful Cookie Booth?

- Select a location with a lot of "foot traffic." Nights and weekends are generally the best times.
- Take an adequate supply of the best sellers — at least two or three cases each of Thin Mints, Caramel deLites, Peanut Butter Patties, and Lemonades plus 1 to 2 cases each of the other varieties.
- Make an attractive table display to invite customer interest. Balloons and cookie costumes are great.
- Prepare a troop goal poster and display it at your booth. Customers love to help girls reach their goals! Update the poster as boxes are sold.
- Have a donation jar for Operation Cookie Drop with our custom designed label you can download and print from our website or have the girls make their own!
- Make safety a priority at all booths; girls should stay away from street traffic and be dressed appropriately.



Important Dates

Jan 13

Troop Secured Cookie Booths can begin January 13, 2024, at 9am. Troops are allowed to secure cookie booths on their own. Troop Secured Booths and Council Secured Booths cannot be at the same location. No exceptions.

Jan 16-19

Smart Cookies Booth Scheduler Lottery Selection. Troops should visit Smart Cookies January 16-19 and select up to 15 booths. The lottery will be held at 10am on January 19th with each troop receiving a maximum of 3 booths (which may include a maximum of one Premium Booth) from their selection (troops have the potential to receive a maximum of 3 booths; however, if troops select 15 of the most popular booth locations, the troop then has the potential to receive less than 3 booths).

Jan 19 10am

Smart Cookies Booth Scheduler Lottery runs at 10am today. Troops will be notified by email what cookie booths they have received.

Jan 19-21

At 4pm on January 20 the Smart Cookies Booth Scheduler will be open for troops to secure First Come First Served (FCFS) cookie booths. For the first three days following the lottery, FCFS booths will be limited to 3 per day (up to one Premium Booth within those 3) will be awarded. FCFS will be available from 4pm to midnight each day from January 19-21.

Jan 22

First Come First Served will now be open to select up to 7 booths a day, with up to 2 Premium Booths within those 7. Only book booths for which you have coverage. "Holding" a FCFS booth is not permitted. All booths must be attended or canceled in Smart Cookies within 48 hours of the booth.

Jun 12

Last day troops can host cookie booths for the 2024 Cookie Program.



Smart Cookies

Smart Cookies - What Is It?

Our web-based platform for Area Cookie Coordinators (ACCs), Area Booth Coordinators (ABCs), and Troop Cookie Coordinators (TCCs) is called Smart Cookies. Girls will not use Smart Cookies during the Cookie Program. They will be on our platform called Digital Cookie. All booths will be entered into Smart Cookies. Only registered ACCs, ABCs, and TCCs will receive access to Smart Cookies.

Logging Into Smart Cookies

All ACCs, ABCs, and TCCs must be registered for the 2023-2024 Girl Scout membership year. They will receive a login email to Smart Cookies when all training requirements have been met. ABCs must complete the online training in gsLearn, attend a virtual training on one of the three dates provided, sign the Area Booth Coordinator Agreement form, and have a current Girl Scout membership and background check.

Download the App!

Smart Cookies is available in the App Store. Each year the app is new and improved, so if you have the app from last year, delete the app and download the most recent app.





Digital Cookie®



Exciting news, your online Girl Scout Cookie® sales platform is getting a revamp! We're moving your online cookie sales to a platform called **Digital Cookie®**. Going forward, you will be using the new Digital Cookie application to sell cookies to customers online, track progress towards a goal, and manage sales. Selling Girl Scout Cookies® online and reaching your goals just got easier!

Please note: Troop leaders and volunteers will still utilize Smart Cookies™ for cookie business management tasks like sourcing additional cookies for the troop and allocating cookie sales.

Digital Cookie® features make selling cookies a fun, universal experience for all entrepreneurs.

For Girl Scouts/Troops:

- Customizable Girl Scout pages allow customers to read your story and sales pitch and view your profile image or video.
- Troops can customize their site with the same marketing tools available on a Girl Scout's site with stories, sales pitches, a photo or a video.
- Cookie Business Badges and Family Entrepreneur Pin requirements are integrated into the system to reinforce the importance of badge work and the Girl Scout experience within the cookie program.
- Girl Scouts can send "cheers" to one another by choosing from an assortment of encouraging and congratulatory images.
- Girl Scouts can make sales on the go at cookie booths



For Parents:

- The option to turn girl delivery off for customers based on family preferences and cookie availability.
- The ability to turn cookie varieties on or off to match available inventory.

For Consumers:

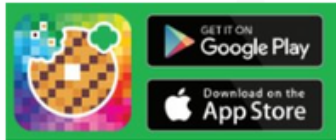
- Customers can order and pay for cookies online and pick them up at a booth.
- All consumers will have the same checkout process when using an individual Girl Scout or troop link, ensuring a unified experience across the Girl Scout brand.

Digital Cookie

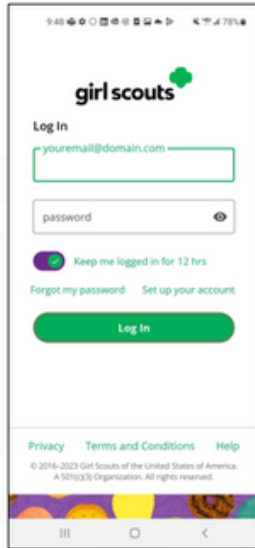
Logging Into Digital Cookie



Mobile App-Logging In



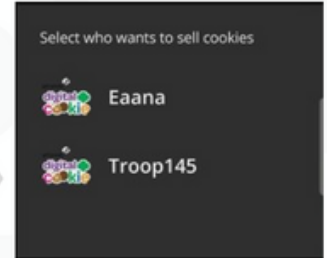
Download the mobile app from the app store



Log in to the app using the same email and password created in Digital Cookie.



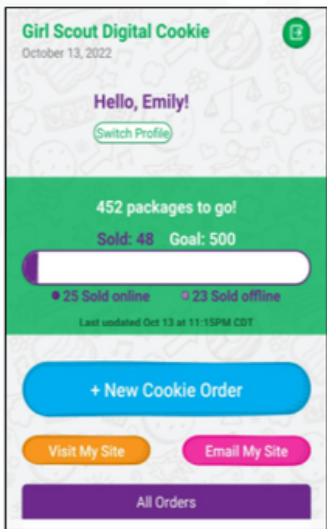
Girl Scout and troop sites must be set up in Digital Cookie using a browser first, before accessing the mobile app.



Select from the Girl OR the Troop persona. Troop login means the sales go to the whole troop-like at a booth.

Making a Sale With Digital Cookie

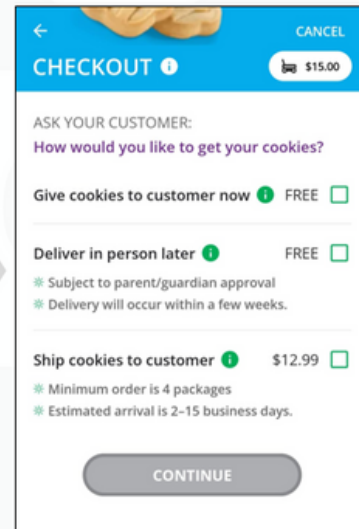
Mobile App-Making a Sale



Taking an order and viewing your orders are the main functions.



Enters the customer's order, click Checkout to continue.

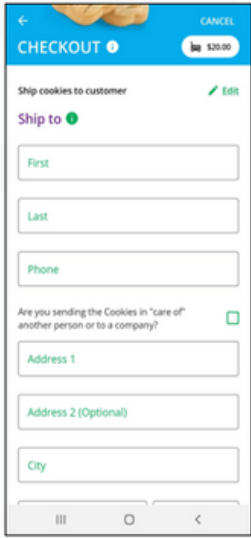


Girl can select to "Give cookies to customer now" for face-to-face transactions.

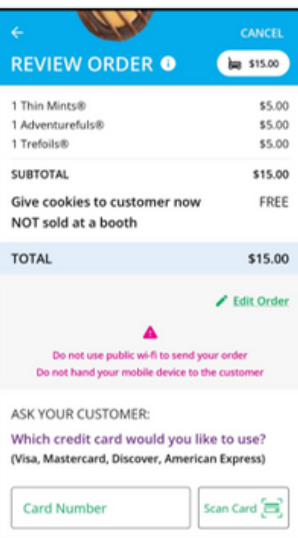
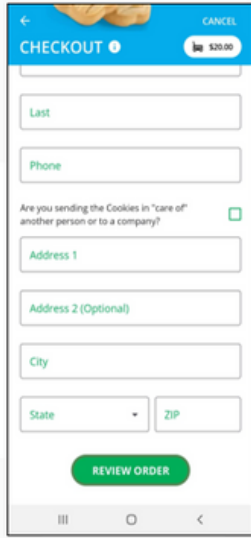


Making a Sale With Digital Cookie

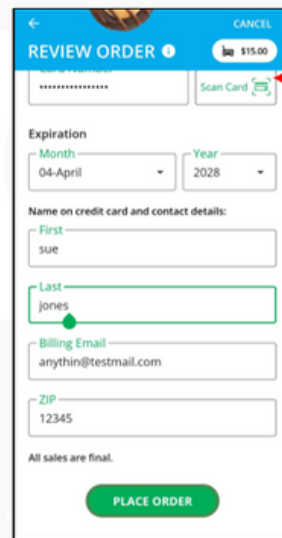
Mobile App-Making a Sale



Delivery or shipped orders



In-hand (Give cookies to customer now) orders

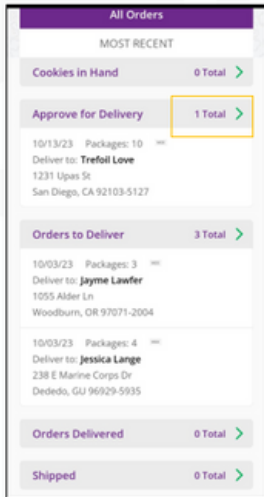


Scan Card

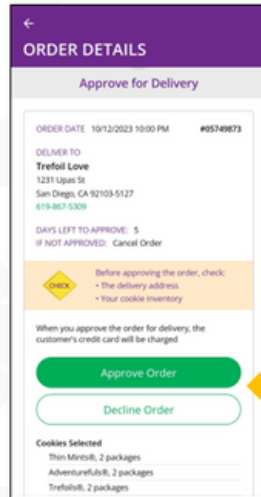
Viewing Orders In Digital Cookie



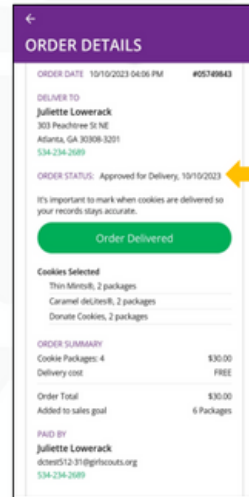
Mobile App-Viewing Orders



Click the green arrow in the section of orders you want to see more details.



Details about that customer's order including address, packages purchased, order status, and more.



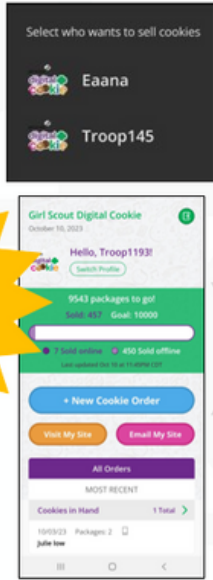
Order Status



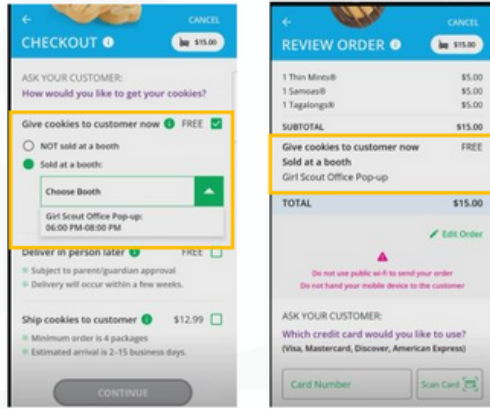
Using Digital Cookie At Booths

Mobile App-Troop View

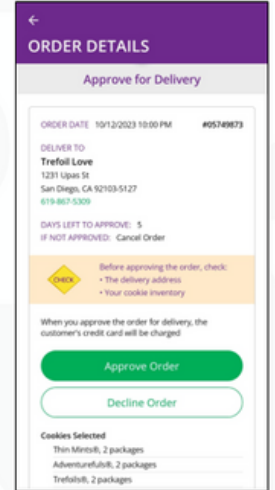
Volunteers who do not have a Girl Scout can still log into Digital Cookie to use the app as the troop.



Troop View has the same options as the Girl Scout



When placing a new cookie order under the troop, users have the option to assign a specific booth to the order.



All users will be able to approve/decline troop orders.

Social Media

You may advertise your booth sales on your **personal** social media accounts. For the safety of all Girl Scouts, posting on **public** sales sites such as Facebook Marketplace, Craigslist, Amazon, NextDoor, and eBay are prohibited. In addition, all **public** Facebook sites are prohibited. Digital Cookie does not have the option to post directly to social media, however, you can copy and share your link that will be available on the dashboard of Digital Cookie.



Digital Cookie®

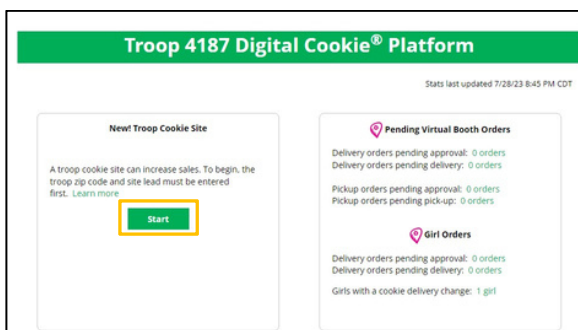
Troop Virtual Booth Links

Your Troop Virtual Booth links will help your troop make sales online instead of, or in addition to, your regular in person cookie booths. When you set up your Troop Virtual Booth site, there may be two links you can use, depending on your council's settings. These links will let your troop reach new customers in your local community and beyond.

Setting up your Troop Virtual Booth Site

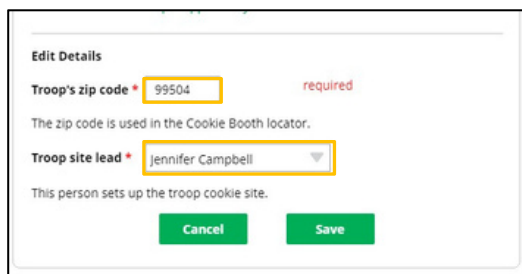
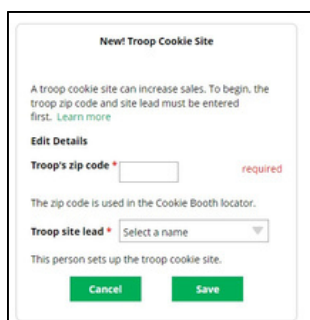
Step 1: The first time a leader or cookie volunteer for the troop logs in to their volunteer role in Digital Cookie, they will see a place to begin the process to have a troop virtual booth link.

To begin, click the “Start” button.



Step 2: You will be asked to enter a zip code for your troop. Enter one that is representative of the majority of the Girl Scouts in your troop

You will also select a name from the drop down of one of the volunteers from the troop to serve in the role of “Troop site lead”. The Troop site lead will be responsible for working with the Girl Scouts in the troop to set up the Troop site and approving orders.



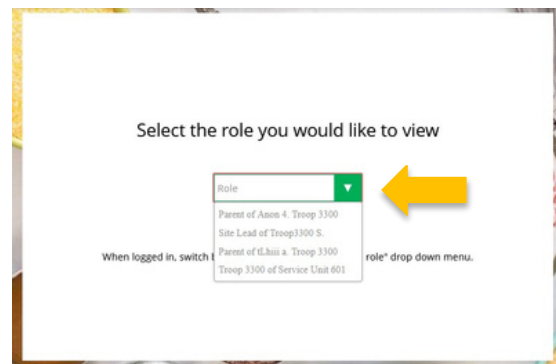
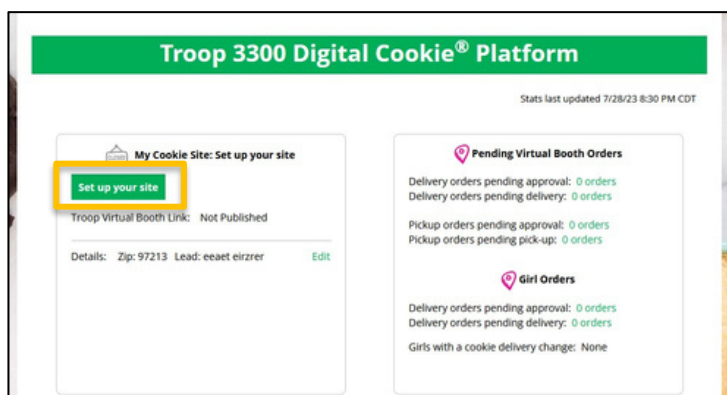
Once the first volunteer for the troop has made those selections, everyone will see the selections that have been made and can change them if needed.



Digital Cookie®

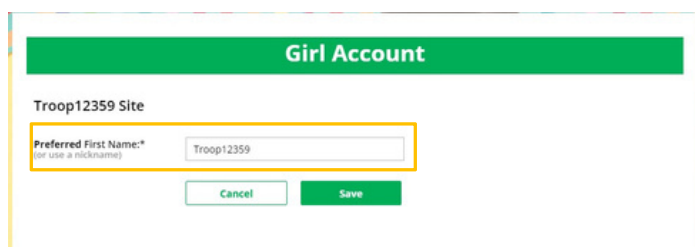
Step 3: If you assigned yourself to be the troop site lead, your dashboard will be updated with a Set up your site button. If you have assigned another troop cookie volunteer to be the troop site lead, the next time they log into Digital Cookie they will see the new role in their role selector drop down.

To begin setting up the troop site, click set up your site.



The site lead will then need to complete the registration process as if the troop were a new Girl Scout by possibly watching the safety video and accepting the terms & conditions and Girl Scout pledge, plus activating the account.

It is important to leave the Preferred First Name as it appears so it's clear this is your Troop Site. If there is an issue with the troop number, please contact your Council Customer Care to resolve before proceeding.



After that, the Troop Site Lead will use the “Site Setup” to work with the Girl Scouts in the troop to create their message and photo/video. It functions the same way as the Girl Scouts’ Site Setup. Be sure to see the “*Site Setup Girl Scout Under 13*” Tip Sheet for additional information.

Once the site is published and the council’s sale is live, the troop will have two links to use if they wish for the cookie season.

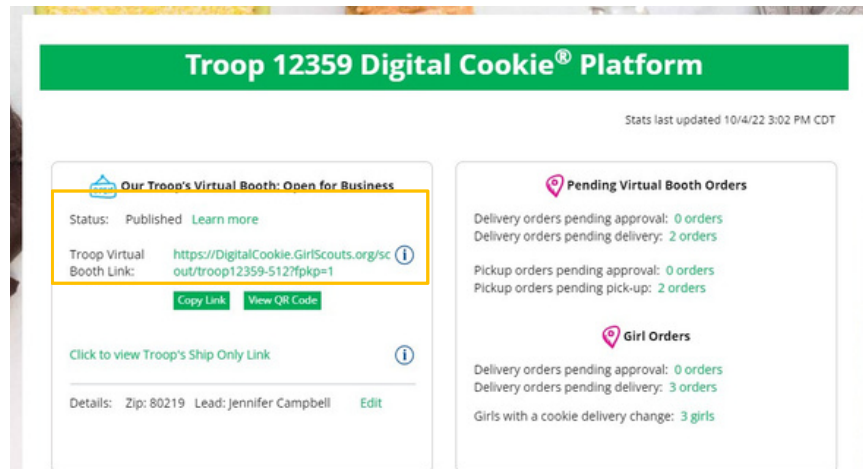


Digital Cookie®

Troop Virtual Booth Link

From your Troop Dashboard, you may see two links available for your troop. If you only see one, your council has made a decision that the second link is not a good fit for the program at this time.

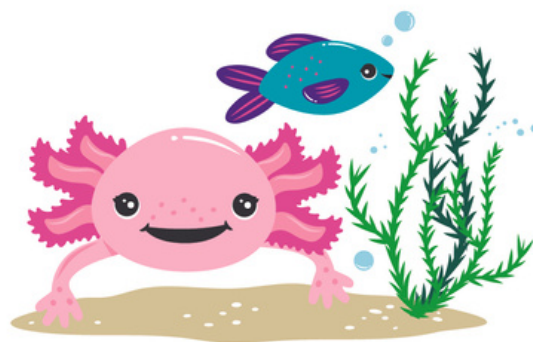
If you see both, the top link is your Troop Virtual Booth Link.



This link will function the same as any Girl Scout's link with Shipping, Donation, Delivery and In Hand (on the app) as options that customers can use when enabled by your Girl Scout Council. You can turn delivery off for the troop link the same way a caregiver can turn delivery off for their Girl Scout.

If pickup is an option in your council, this link will enable customers to select pickup orders as a delivery type. See the *Troop Pickup Orders* tip sheet for more information.

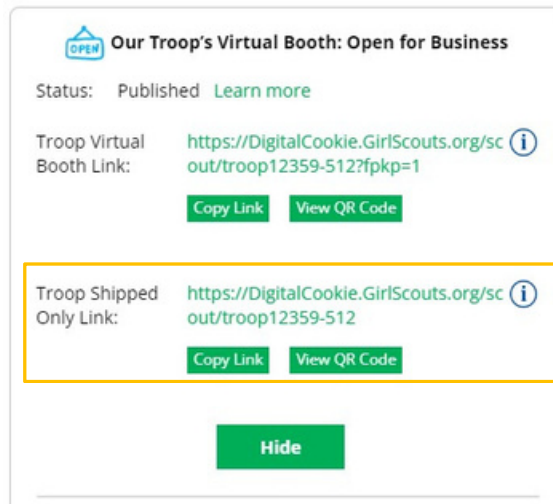
The Virtual Booth link is available to copy and share and even has a QR code that can be used on marketing materials. Your Girl Scout Council can provide ideas on how to best use your Troop's Virtual Booth Link.



Digital Cookie®

Troop Ship Only Link

The Troop Shipped Only link is available if you need a shipped/donated only link. You can find this beneath the Troop Cookie Link and if you click on it, you will see the full URL and QR code for this link.



This link will only allow customers to purchase Shipped and Donated orders. This link will be sent to the National Girl Scout Cookie Finder beginning National Girl Scout Cookie Weekend (check with your council for specific date).

Once your site is set up and published, there is nothing additional you will need to do in order to have your Troop Ship Only link appear to customers coming to the cookie finder to find a troop near them to purchase shipped cookies from.

All purchases on either of your links will appear in your troop records in your baker software. Your council team will share additional information about that with their training.



Lottery and First Come First Served

What Is a Lottery Booth?

Booths are reserved in a few different ways. Council Booths, also called Lottery Booths, are first offered in a lottery, which gives troops a chance to win Premium and high-traffic locations. After the lottery, these booths become First Come First Served (FCFS). The lottery will run on January 19th at 10am. Troops are randomly selected through the lottery process within Smart Cookies from their 15 booths selected by the TCC. Troops may or may not win booths in the lottery. Troops can only win up to one Premium booth in the lottery. Troops will receive email confirmation to the email listed in Smart Cookies for the TCC if they win a booth in the lottery. Refer to the Important Dates page for FCFS dates and times.

Video Tutorial On Reserving Lottery Booths

Scan the QR Code or click the link to watch a video tutorial on how to reserve a Lottery Booth. https://youtu.be/aaaCIqLs_8o



First Come First Served (FCFS) Booths

After the lottery, Council secured booths are now considered First Come First Served (FCFS). Once the lottery is complete, the Smart Cookies Booth Scheduler will be open for FCFS. Any booths not secured through the lottery will be available for troops to select starting January 19th at 4pm. From January 19-21, FCFS will be limited to 3 booths a day (up to 1 Premium Booth within those 3). Each day closes at midnight and reopens at 4pm. Beginning January 22, troops may select up to 7 FCFS booths per day (up to 2 Premium Booths within those choices).

Video Tutorial On Reserving FCFS Booths

Scan the QR Code or click the link to watch a video tutorial on how to reserve a FCFS Booth. <https://youtu.be/v4yqIZfx0ZA>



Troop Secured Booths

What Is a Troop Secured Booth?

Troops are welcomed and encouraged to set up Troop Secured Booths, but this needs to be approved by your ABC. Troop Secured Booths should be smaller locations that Girl Scouts and Caregivers in your troop may have a personal relationship with. They should NOT be large chain stores. Large chain stores should be reserved for the lottery and FCFS, not as troop secured locations. The reason for this is to ensure that all Girl Scouts have the opportunity to sell in high-traffic areas with large chain stores. If you have an idea for a booth at a large chain store, please contact your ABC so they can approach the location to secure it in our lottery and/or FCFS. There is no limit to the number of Troop Secured Booths a troop can hold. Troops will receive a confirmation email once the booth has been approved or denied. Entering a booth in Smart Cookies does not confirm the booth reservation. All booths entered into Smart Cookies will be available in the Booth Finder, where customers can see when and where booths will be located.

How To Enter a Troop Secured Booth

Scan the QR Code or click the link to see a tutorial on how to enter a Troop Secured Booth into Smart Cookies. <https://www.youtube.com/watch?v=eOui7Dd6Z2A>

Please provide accurate information about the location. Use Google Maps to confirm the location name and address. ABCs will review, approve, or deny your troop secured location within 72 hours, so please make sure you enter your location at least 3 days before your booth.



Canceling a Booth

Troops are **required** to cancel all booths they are not able to attend. This frees up this area and deletes it from the public cookie booth locator. It is very frustrating for our secret shoppers with Golden Tickets and customers using the Booth Finder if they show up at a booth location and a troop is not there.





Location Restrictions



Troops may not approach any of the following locations to set up a Troop Secured Booth as they will be submitted in Smart Cookies by our Product Program Team:

Harris Teeter - Harris Teeter allows us to request 2 dates in Jan., 2 dates in Feb., and 2 dates in March. We will be requesting 1/27, 1/28, 2/10, 2/11, 3/2, and 3/3.

Lowe's Foods - Council is requesting all Fridays, Saturdays, and Sundays during the Cookie Program beginning 1/27/2024.

Food Lion - Food Lion only allows booths on Feb. 17th and Feb. 24th.

Walmart - Walmart will be requested by Council through Walmart's online booth request system.

New This Year!

All ABCs will be providing a list to ACCs of cookie booth locations that they will be approaching to secure for our Lottery or First Come First Served this year. A list will be sent out to all TCCs by January 12th. We ask that all troops avoid approaching large chain locations for troop secured booths. Locations that are not on your ABCs list can be approached for Troop Secured Booths after 1/12/24. Please remember that in order to be equitable to all Girl Scouts, large store locations should be secured for the Lottery or FCFS not just for 1 or 2 troops. Some of these locations include:



5 Below

Home Goods

Hobby Lobby

Dollar Tree

Dollar General

Dollar Store

Family Dollar

Piggly Wiggly

Lowe's Home Improvement

Ace Hardware

Walgreens

Carlie C's

Belk

Dunkin Donuts

GNC

Great Clips

JoAnn Fabric

Lidl

Michael's Crafts

Office Max

Office Depot

Staples

Old Navy

Pet Supply Stores

Roses

Sam's Club

Tractor Supply

Cabela's

Bass Pro Shops



Location Restrictions

In accordance with GSUSA Product Program Guidelines, certain locations may be inappropriate for young girls based on the standards of your local community, may negatively impact the Cookie Program experience for girls, and/or may negatively impact our brand in your community.

For additional clarity, girls cannot sell in front of establishments that they themselves cannot legally patronize on their own.

This includes:

- Any location that is 18+ or 21+
- CBD, marijuana, or hemp dispensaries/pharmacies
- Gun stores/ranges
- Liquor stores
- Wine/beer/tobacco/firearm events
- Nightclubs

Breweries and Wineries

Troops are permitted to hold troop secured booths at these locations if the business:

- Serves lunch/dinner
- Is hosting a family-friendly food truck event (troops should set up near the food trucks, not inside the brewery)

Troops are not permitted to hold troop secured booths at these locations if the business:

- Only serves alcohol
- Only caters to adult customers

**All booths approved at these locations must end by 8pm.*

**All troop secured booth requests at these locations will be reviewed on a case-by-case basis.*



Military Installations

Girl Scouts North Carolina Coastal Pines has many military installations in our footprint. These locations have very specific regulations and guidelines that must be followed to sell cookies there. The 4 main installations where booths are held are Fort Liberty, Marine Corps Air Station Cherry Point, East Marine Corps Base Camp Lejeune, and Marine Corps Station New River. The following guidelines must be followed for each location:

Fort Liberty

Contact:

- Membership Manager Anna Combs 910-540-8039, acombs@nccoastalpines.org

Specific Guidelines:

- All Girl Scouts participating in the Annual Cookie Program must maintain a physical or digital copy of the Annual Cookie Sale Request Approval letter on their person while selling on the Ft Liberty installation.
- All Girl Scouts are invited to sell on the Ft Liberty installation, pending their ability to access Ft Liberty (obtaining a pass or as a dependent), but must adhere to all listed guidelines. Ability to participate in the Annual Cookie Program on Ft Liberty may be rescinded at any time.
- There may be NO troop secured booths on Ft Liberty. The only permitted booths are those provided by the agreement between GS-NCCP and the Ft Liberty Department of Family and Morale, Welfare, and Recreation. Troops hosting booths on post outside of the provided times and locations will forfeit their ability to sell cookies on Ft Liberty for the remainder of the Annual Cookie Program.
- Any physical distribution of cookies in a static location will be considered a booth – i.e., selling from the back of a vehicle, or table set up in a motor pool or parking lot.
- Booths held on post are not permitted to move indoors for weather.
- Girl Scouts holding a booth on Ft Liberty will adhere to all other expectations for conducting a booth, regarding uniform, ratios, and safety practices.



Military Installations

Marine Corps Air Station Cherry Point

Contact:

- Membership Manager Holly Williford 910-338-6607, hwilliford@nccoastalpines.org

Specific Guidelines:

- All Girl Scouts that are participating in the Girl Scout Cookie Program aboard MCAS Cherry Point must have access to base, (obtaining a pass or as a dependent), must adhere to all listed guidelines. Ability to participate in the Annual Cookie Program on MCAS Cherry Point may be rescinded at any time.
- All participants, including girls and volunteers, associated with Girl Scouts on Cherry Point will sign a hold harmless agreement prior to participation.
- The only permitted booths are those provided by the agreement between MCAS Cherry Point and GS-NCCP in accordance with our Memorandum of Understanding (MOU).
- All scheduling of booths will be at authorized approved booth locations only.
- Cookie booths are pre-approved, scheduled and determined by GS-NCCP and MCCS. This will be communicated through local Membership Staff in writing via email. Scheduling will be completed by the TCC to/from Membership Staff.
- There may be NO troop secured booths on MCAS Cherry Point. Troops hosting booths on base outside of the provided times and locations will forfeit their ability to sell cookies on MCAS Cherry Point for the remainder of the Annual Cookie Program.
- Girl Scouts holding a booth on MCAS Cherry Point will adhere to all other expectations for conducting a booth, regarding uniform, ratios, and safety practices.



Military Installations

Marine Corps Installations East Marine Corps Base Camp Lejeune and Marine Corps Air Station New River

Contact:

- Membership Manager Alysen Green 910-409-0822, agreeen@nccoastalpines.org

Specific Guidelines:

- Due to the Memorandum of Understanding (MOU) between the Commanding General Marine Corps Installations East-Marine Corps Base, Camp Lejeune and Girl Scouts NC Coastal Pines; the only authorized persons to sell cookies aboard Camp Lejeune and Marine Corps Air Station New River (MCAS New River) are girls who attend Girl Scouts in a Troop on Camp Lejeune.
- All Girls and Volunteers must have a signed Waiver of Liability on file.
- Girl Scouts of Camp Lejeune are allowed to sell cookies at authorized, approved booth locations only. These locations are pre-approved, scheduled and determined by GS-NCCP and Marine Corps Community Services. Any troop hosting a booth on base, outside of those provided times and locations will forfeit their ability to sell cookies on Camp Lejeune and MCAS New River for the remainder of the Annual Cookie Program.
- Girls in Girl Scouts aboard Camp Lejeune can sell cookies door to door during the approved Annual Cookie Season from January 13, 2024 through March 3, 2024.
- Girls in Girl Scouts aboard Camp Lejeune are only permitted to sell cookies aboard Camp Lejeune and New River.
- Girl Scouts who are not in a Girl Scout Troop on Camp Lejeune are NOT permitted or authorized to sell cookies on Camp Lejeune or MCAS New River. Failure to follow this rule will result in the forfeit of their ability to sell for the remainder of the Annual Cookie Program.
- Girl Scouts and volunteers holding booths on Camp Lejeune and MCAS New River will adhere to all other expectations for conducting a booth, regarding uniform, ratios, and safety practices.



Booth Setup Checklist

- Count cookies and money before the booth begins using the Cookie Booth/Walkabout sale form
- Bring health history forms for all girls present
- Table and chairs
- Tablecloth
- Cash box or waist pouch for adult to wear
- Cash for change
- Booth confirmation email from Smart Cookies
- Goal Chart
- Operation Cookie Drop Sign and OCD donation jar (**donations for any other purposes are not allowed**)
- Troop number displayed
- Girl Scout attire or cookie costumes
- Weather ready attire
- First aid kit
- Wireless phone and charger



Booth Setup

Where Do We Set Up?

Booths should be set up 15 feet from the entrance of the store and out of vehicle and customer traffic. Store management may have specific setup instructions. Girls should stay within one foot of the booth throughout the duration of the booth sale.

What Goes On the Table?

- Tablecloth
- Each variety of cookie
- Goal chart
- Troop number
- Operation Cookie Drop donation bin and sign

What Goes Under the Table?

- First aid kit
- Money box (if not in a waist pouch)
- Extra warming layers, hand warmers, inclement weather gear
- Beverages
- Extra cookies
- Handbags, backpacks, personal items
- Empty cookie boxes



Golden Ticket

Earn a **Golden Ticket** from one of our mystery volunteers, staff members, and maybe even local celebrities!



Each area will have numerous people with a lot of tickets to give. The more tickets you earn, the more chances you have to win!

To Earn a Golden Ticket You Must:

- Have your OCD jar with OCD label
- Have your goal chart or goals displayed
- Have your troop number displayed
- Have appropriate girl-to-adult ratios
- Have girls wearing Girl Scout attire or accessories
- Be following all booth rules and safety guidelines



What You Could Win!

Winning troops will receive a \$250.00 cash reward for their troop! We will be doing 5 drawings, so that's 5 chances to win cash for your troop! TCCs or leaders should enter the Golden Ticket by using the link or QR code printed on the ticket.





Drive-Thru Cookie Booths

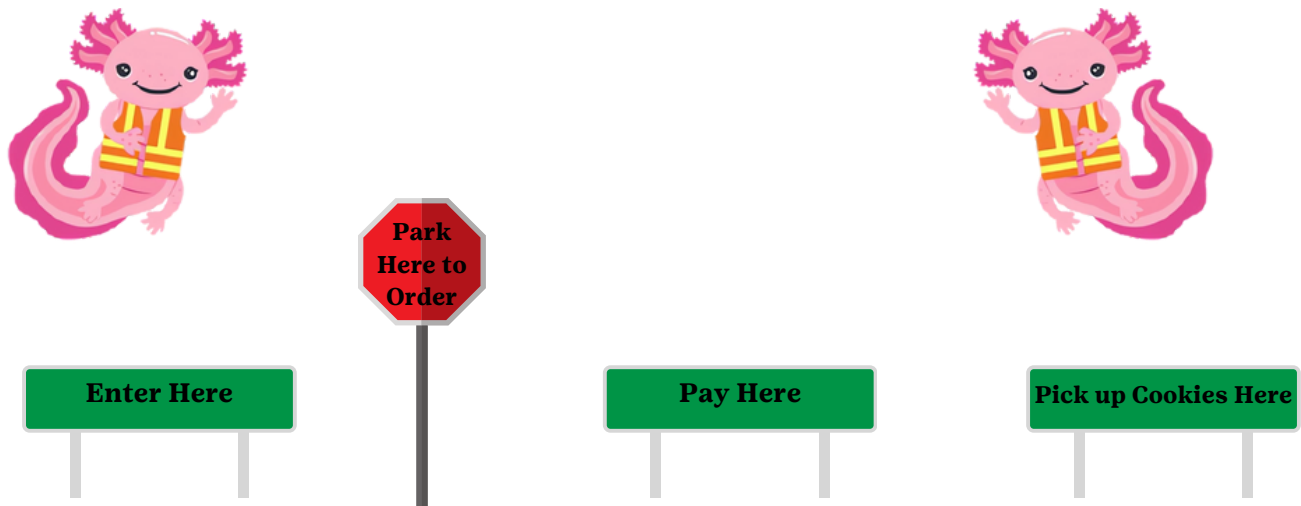


How To Conduct a Drive-Thru Booth:

Just like finding a troop secured location, you may find a location ideal for a drive-thru booth. This could be a business lot, an open lot, or large location where you could set up a driving path. Make sure it's easily accessible by car and that it can be seen from the road. Just like a regular booth, you will need to get permission from the owner to be there, enter it in Smart Cookies, and have the booth approved before conducting the booth.

Setup:

Set up your booth and mark out an area where customers should drive up or park. Make sure you have plenty of signs or even an extra adult to help direct customers where to go.



Ratio:

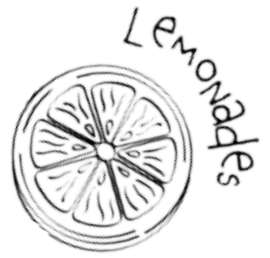
No more than 4 girls at drive-thru booths. Girls may NEVER approach a vehicle alone. Girls must stay behind their booth table or in a designated area away from moving vehicles. A minimum of 2 adults are required at every drive-thru booth. Daisy and Brownie troops require 1 extra adult to stay with girls in their designated area, while additional adults approach vehicles.

All drive-thru booths must be entered into Smart Cookies, just like any other booth. Enter “Drive-Thru” in the location information.

Scan the QR code or go to <https://youtu.be/iRuqllNmvNY> for an online video tutorial of drive thru booths.



Lemonade Stands



What Is a Lemonade Stand?

Lemonade stands are small booths located on your property. Neighborhood lemonade stands, like walkabouts, can be held by one girl and one adult.

Where Can We Set Up a Lemonade Stand Style Booth?

- Set up your lemonade stand on your property in your neighborhood and invite neighbors to drop by.
- Share your open times and location with your community and on personal social media.*
- Lemonade stands will be permitted at clubhouse locations with the approval of property management.

DO NOT enter your lemonade stand as a booth since that information is shared publicly. Lemonade stands should be for your neighborhood only. For safety and security, we want to keep all girls' personal information like full name, address, phone and email anonymous.

Ensure you have proper permissions from your neighborhood homeowner association prior to setting up any public booth.

*Do not share on public social media. Do not share on social media if you are uncomfortable sharing your personal information.



Safety

Ratio and Booth Attendance

- There needs to be a minimum of 2 adults and 2 girls at every booth table for all Daisy, Brownie, and Junior troops. If a troop is at multiple entrances, each booth table must have a minimum of 2 girls and 2 adults.
- Cadettes, Seniors, and Ambassadors can hold booths with 1 girl and 1 adult however, Council recommends a 2:2 ratio for safety reasons at all booths.
- There should be a maximum of 2 adults and 4 girls at booths. Having too many girls at a booth diminishes the booth experience for girls. Each girl should have a role at the booth and with too many girls there some girls may be left out of the learning experience. Also, when there are too many girls at a booth it greatly diminishes the number of cookie packages that each girl receives for working the booth. 100 packages sold at a booth with 2 girls would give each girl 50 packages, but if there are 5 girls there each girl would only receive 20 packages. Please remember that cookie booths should be a girl-led activity. Too many adults at a booth can take away from the girl-led experience.
- Never leave a 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 taking bathroom breaks.
- Only Girl Scouts and booth adults should be at the booth. Additional family members, friends, and pets (unless it's a service animal) must not be at the booth with the girls. Non-Girl Scout attendees are not covered under our insurance and pose a safety risk to all participants at the booth.
- It is recommended but not required that at least 1 of the adults at the booth is background checked.



Booth Safety

- Cash is to be kept out of site at all times, preferably on an adult in a zippered waist pouch. Adults should assist in handling cash transactions.
- Always have a first aid kit.
- Have a health history form for each girl and adult present.
- 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 caregivers arrive to pick them up.
- Girls should never give out their name, address, or telephone numbers to customers.
- Booths must not be set up on a busy street, intersection, parking lot, or curb.
- All Girl Scouts at booths must remain within 1 foot of the cookie booth table at all times.
- Girls that want to hold up signs on the sidewalk near the booth MUST be accompanied by an adult and cannot be near busy roads or intersections.



Etiquette

Etiquette

- Do not ask the store manager to mediate conflicts between troops; please contact your ABC, ACC, or Regional Cookie Manager (RCM) if there is any confusion concerning the booth.
- Begin packing up your booth 10 minutes prior to your end time; never stay past your assigned booth time when another troop is waiting to set up.
- Troops can continue to take sales while packing up until their booth time expires.
- If two troops show up at the same booth, the troop with the approved booth email has priority. In the unlikely event that both troops have a report for the same booth (check to make sure date, time, and location are correct) the troops should calmly work together to find a solution that is satisfactory with both troops. Contact your ACC or ABC if this occurs.
- Be polite and friendly; say thank you to all customers.
- No running around or shouting at the booth.
- No playing music at booths.
- Remember to be considerate, caring, friendly, and helpful to sister Girl Scouts, customers, and businesses.
- No smoking or eating at booths.
- Approach customers as they are exiting the store.
- Always cancel a booth if you cannot attend. Customers get frustrated when they show up to a location and there is no booth present.

Danke sehr

Gracias

Mahalo

Merci



Grazie



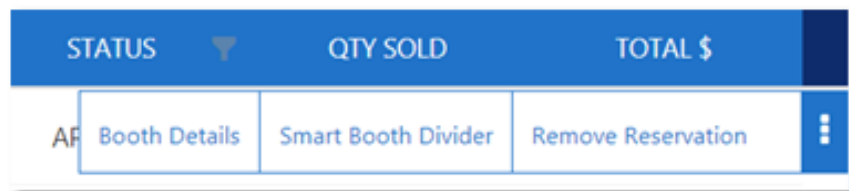
Smart Divider

Smart Cookies Smart Divider

The Smart Booth Divider is a great tool to help you transfer boxes sold at a cookie booth to the girls who participated at the booth. This is also great for transferring Operation Cookie Drop donations at cookie booths to the girls who participated in the booth.

Quick Tutorial:

- Log on to Smart Cookies.
- From your troop dashboard, hover over **Booths** and select **My Reservations**.
- Select the booth for which you would like to record sales.
- Click the 3 dots to the right and select **Smart Booth Divider**.



Scan the QR code or click the links to watch these very helpful Smart Divider tutorials:

Distribute Cookies for Each Booth with Smart Booth Divider:

<https://youtu.be/ISAJ-byrjsY?feature=shared>



Smart Booth Divider - Editing or Deleting a Transaction:

<https://youtu.be/lokmpCtqwM0?feature=shared>



The best practice is to divide booth sales after each booth. This ensures that the girls know how many cookies they have been credited for booths to help them reach their established cookie goal.



2024 Booth Safety & Caregiver Agreement

Ratio & Booth Attendance

- **There needs to be a minimum of 2 adults and 2 girls at every booth table for all Daisy, Brownie, and Junior troops. If a troop is at multiple entrances, each table must have a minimum of 2 girls and 2 adults.**
- **Cadettes, Seniors, and Ambassadors can hold booths with 1 girl and 1 adult however, Council recommends a 2:2 ratio for safety reasons at all booths.**
- **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 booth adults should be at the booth. Additional family members, friends and pets (unless it is a service animal) must not be at the booth with the girls. Non-Girl Scout attendees are not covered under our insurance and pose a safety risk to all participants at the booth.**

Booth Safety

- **Cash is to be kept out of site at all times, preferably on an adult in a zippered waist pouch. Adults should assist in handling cash transactions.**
- **Always have a first aid kit.**
- **Have a health history form for each girl present.**
- **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.**
- **Girls should never give out their names, addresses, or telephone numbers to customers.**
- **Booths must not be set up on a busy street, intersection, parking lot, or curb.**
- **All Girl Scouts at booths must remain within 1 foot of the cookie booth table at all times.**

2024 Booth Safety & Caregiver Agreement

Etiquette

- **Do not ask the store manager to mediate conflicts between troops; please contact your Area Booth Coordinator, Area Cookie Coordinator, or Regional Cookie Manager if there is any confusion concerning the booth.**
- **Begin packing your booth up 10 minutes prior to your end time; never stay past your assigned booth time when another troop is waiting to set up.**
- **Troops can continue to take sales while packing up until their booth time expires.**
- **If two troops show up at the same booth, the troop with the approved booth email has priority. In the unlikely event that both troops have a report for the same booth (check to make sure date, time and location are correct) the troops should calmly work together to find a solution that is satisfactory with both troops. Contact your Area Cookie Coordinator or Area Booth Coordinator if this occurs.**
- **Be polite and friendly; Say THANK YOU to all customers.**
- **No running around or shouting at the booth.**
- **No playing music at booths.**
- **Remember to be considerate, caring, friendly and helpful to sister scouts, customers and businesses.**
- **No smoking or eating at booths.**
- **Approach customers as they are exiting store.**
- **Always cancel a booth if you cannot attend. Customers get frustrated when they show up to a location and there is no booth present.**

By signing, you agree that you have read and agree to the booth safety and etiquette guidelines.

Troop _____ Name _____ Signature _____

Cookie Booth/Walkabout Sales

Date: _____

Location: _____

Time	Girl Scout	Adult(s)

Inventory (Boxes)

Beginning		Ending	Cookies Sold (Beginning minus Ending)
	Toast Yays		
	Adventurefuls		
	Lemonades		
	Trefoils		
	Thin Mints		
	Peanut Butter Patties		
	Caramel Delights		
	Peanut Butter Sandwiches		
	Gluten Free (Caramel Choc. Chip)		
Total Beginning		Total Ending	Total SOLD!!

Cash Collected \$ _____ Startup Cash \$ _____

Operation Cookie Drop \$ _____

Credit Card Sales \$ _____

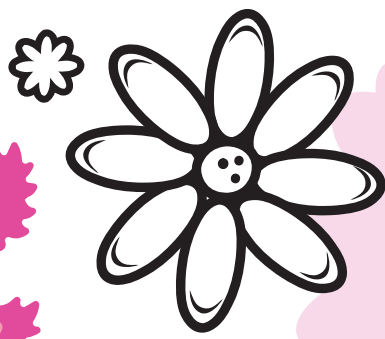
Grand Total \$ _____

Verified by: _____

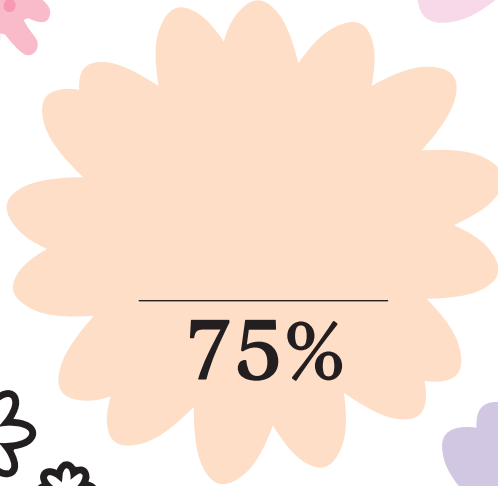
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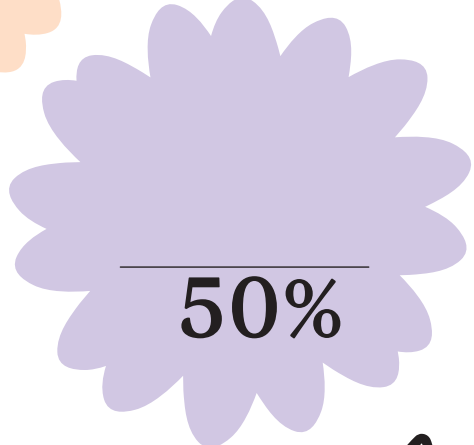
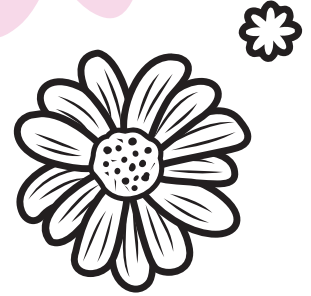
OWN YOUR magic



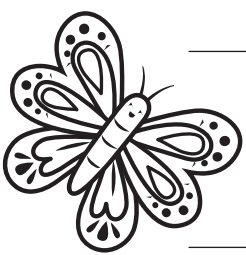
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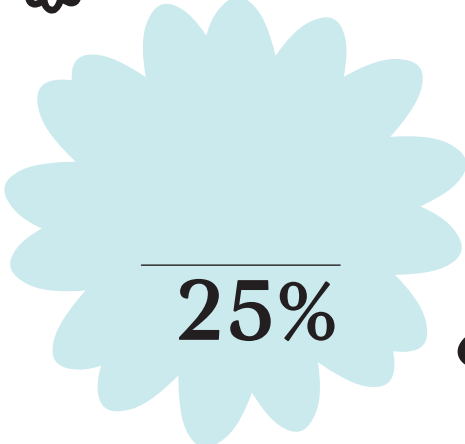
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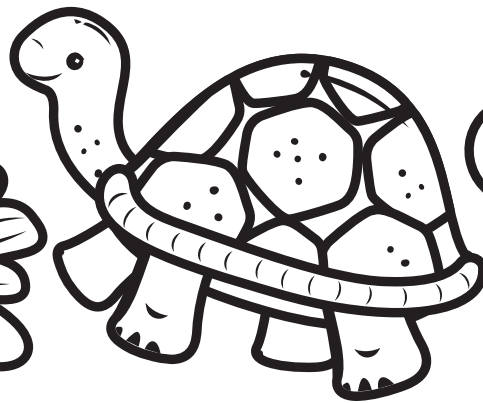


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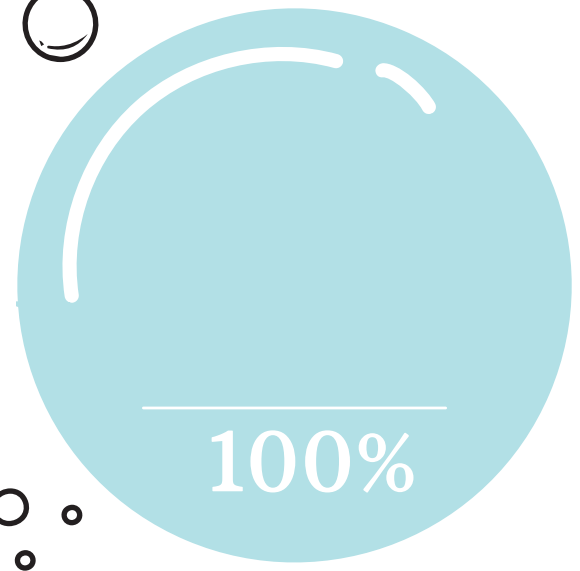


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Girl Scout
Cookie
Goal

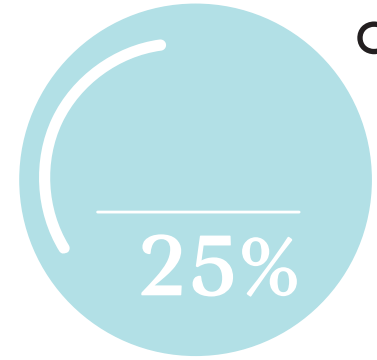
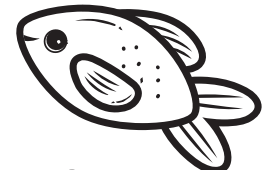
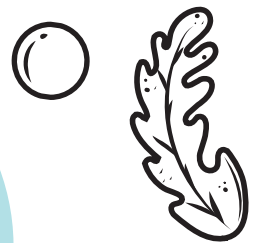
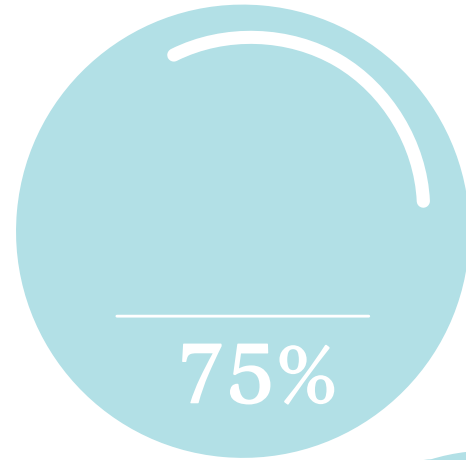


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Troop#

Girl Scout
Cookie
Goal



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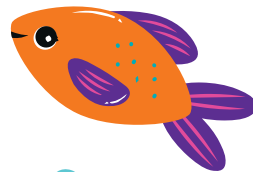


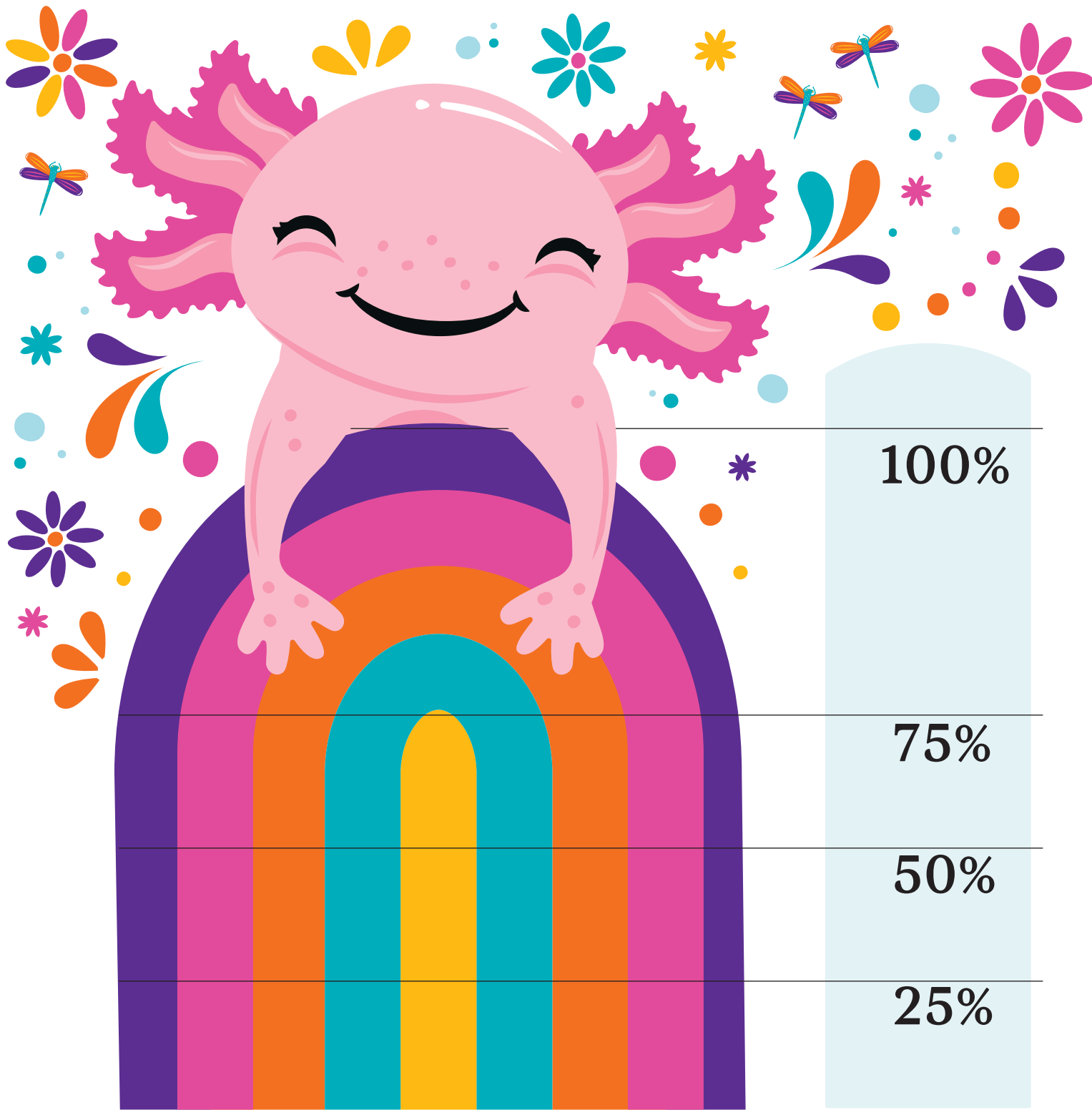
OWN YOUR magic



Troop#

Girl Scout
Cookie
Goal





OWN YOUR magic

YOUR magic

Troop#

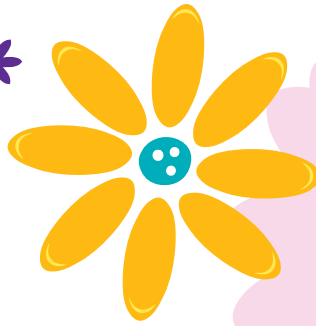
Girl Scout Cookie Goal

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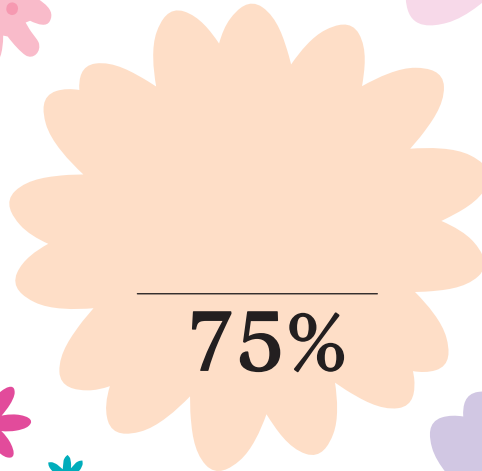




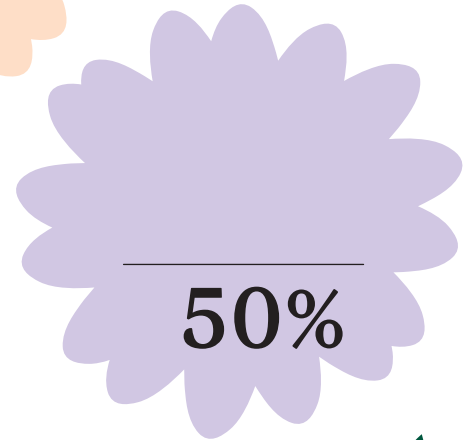
OWN YOUR magic



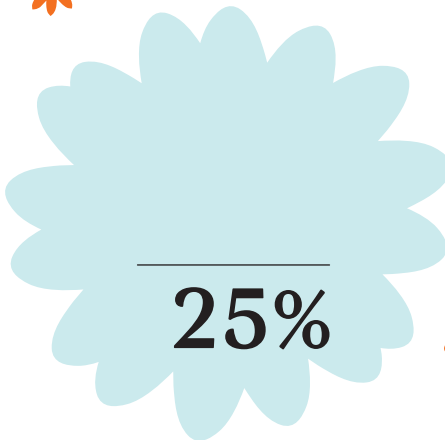
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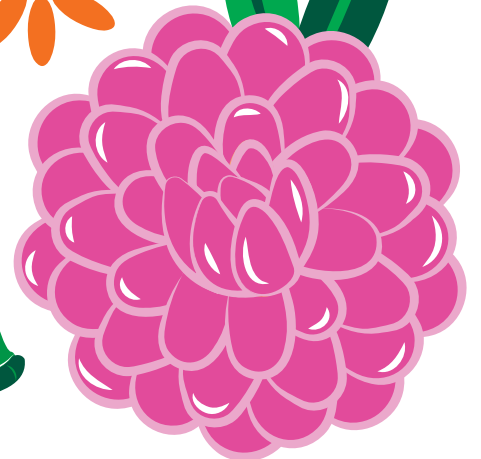
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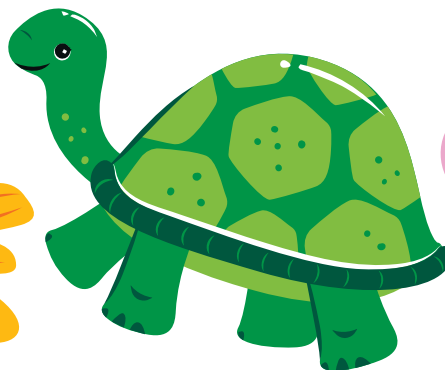


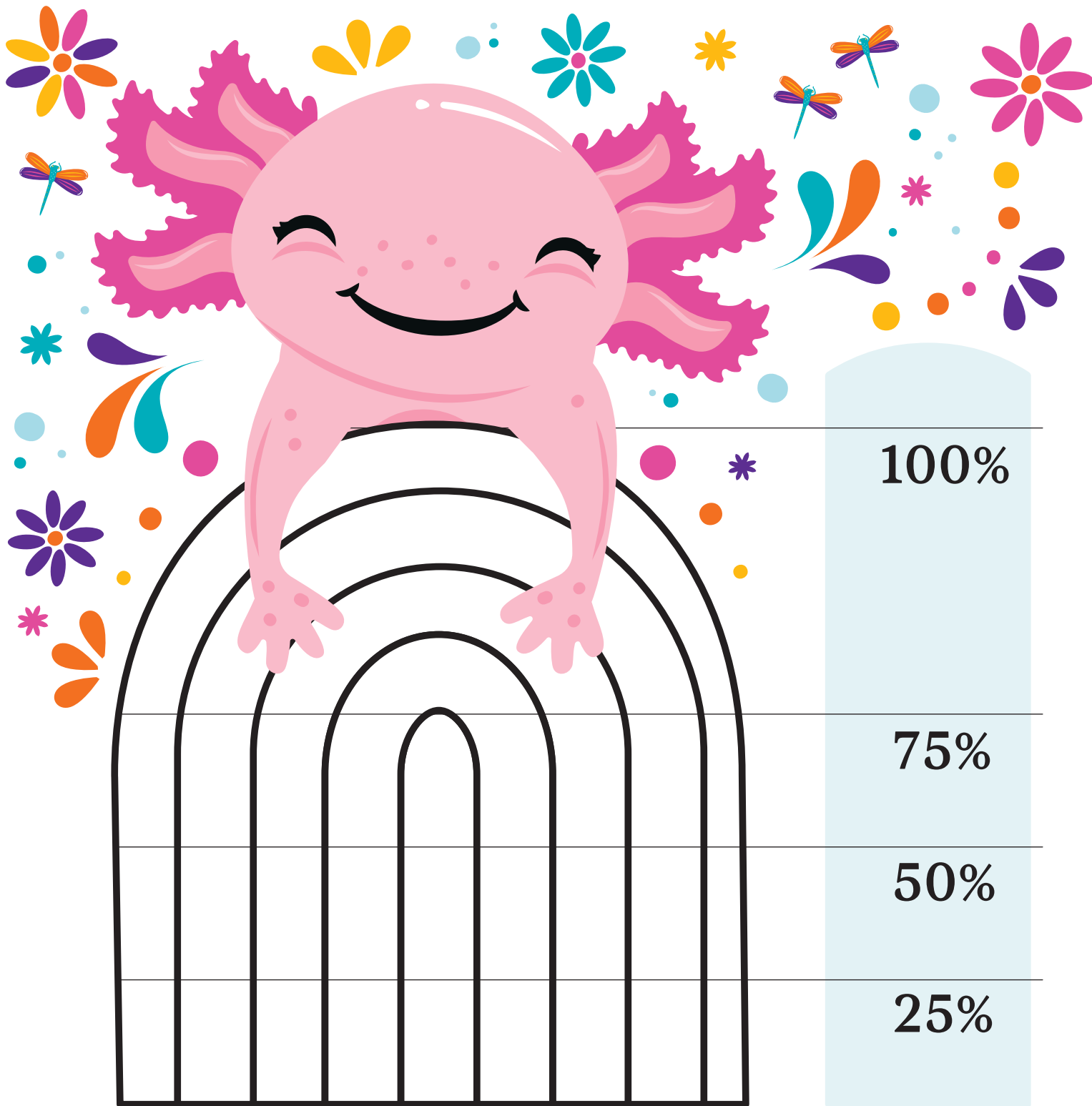
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Troop#

Girl Scout
Cookie
Goal





OWN YOUR magic

Troop#

Girl Scout Cookie Goal

OPERATION Cookie Drop

girl scouts
north carolina
coastal pines



Operation Cookie Drop is a council-wide service project that brings a sweet and comforting taste of home to active military men and women serving our country!

OPERATION Cookie Drop

girl scouts
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