



# 2025 Booth Guide



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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." Afternoons and weekends are generally the best times.
- Take an adequate supply of the best sellers — at least three to four cases each of Thin Mints, Caramel deLites, two to three cases of 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. We have some cookie costumes available at council!
- 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 box for Care to Share, Operation Cookie, or an organization of your choice!
- Make safety a priority at all booths; girls should stay away from street traffic, be dressed appropriately for the weather, and wear their uniform or pins.



# Important Dates

## January 29 - 31

Smart Cookies Booth Scheduler Lottery Selection. Troops should visit Smart Cookies January 29-31 to select booths. The selection is held in three phases during this date range.

## January 29

The lottery phase of the booth selection will begin at 7PM on January 29 and run through 11:59PM with each troop receiving a maximum of 3 booths (which may include a maximum of two Premium Booths) from their selection. Troops select 10 choices and should select a variety of locations from both premium and regular booth locations. Remember, Troops have the potential to receive a maximum of 3 booths; however, if troops select 10 of the most popular booth locations, the troop then has the potential to receive less than 3 booths. Troops will be notified via email of the selection they received.

## January 30

At 7PM on January 30 the Smart Cookies Booth Scheduler opens for troops to secure First Come First Served (FCFS) Lottery cookie booths. FCFS booths will be limited to 5 choices (up to 2 Premium Booth within those 5) will be awarded. FCFS will be available from 7pm to midnight. Troops will be notified by email what cookie booths they have received.

## January 31

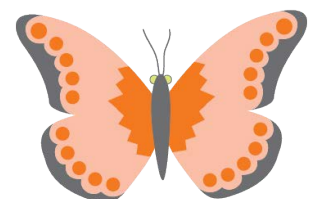
At 7pm the Smart Cookies Booth Scheduler will be open for troops to secure First Come First Served (FCFS) cookie booths. Troops can secure up to 50 booth locations with a maximum of 24 premium location. The FCFS booth selector will remain open throughout the sale. Only book booths for which you have coverage. "Holding" a FCFS booth is not permitted. All booths must be attended or canceled in Smart Cookies within 48 hours of the booth.

## February 6

Troop Secured Cookie Booths entry can begin February 6, 2025, at 9am. Troops are allowed to secure cookie booths on their own. See rules for Troop Secured Booth requests below. Troop Secured Booths are approved on a case by case basis. Please allow at least 72 hours for approval. Booths must fall between February 14 and March 9.

## June 1

Last day troops can sell left over cookies for the 2025 Cookie Program.



# Smart Cookies

## Smart Cookies - What Is It?

Our web-based platform for Service Unit Product Sales Coordinators (SUPSCs), and Troop Product Sales Coordinators (TPSCs) 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 SUPSCs and TPSCs will receive access to Smart Cookies.

## Logging Into Smart Cookies

All TPSCs and SUPSCs must be registered for the 2024-2025 Girl Scout membership year. They will receive a login email to Smart Cookies on December 15th. SUPSCs and TPSCs should complete the online training or attend a live or virtual training on one of the dates provided, sign the TPSC or SUPSC agreement form, and must have a current Girl Scout membership and background check.

## Download the App!

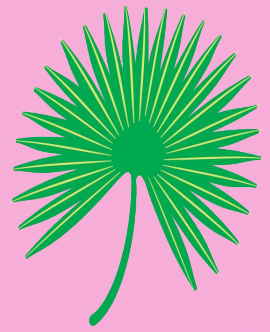
Smart Cookies is available in the App Store. Each year the app is new and improved, so if you have the app from last year, delete the app and download the most recent app.







# 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:**

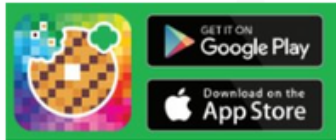
- Customers can order and pay for cookies online and pick them up at a booth.
- All consumers will have the same checkout process when using an individual Girl Scout or troop link, ensuring a unified experience across the Girl Scout brand.

# Digital Cookie

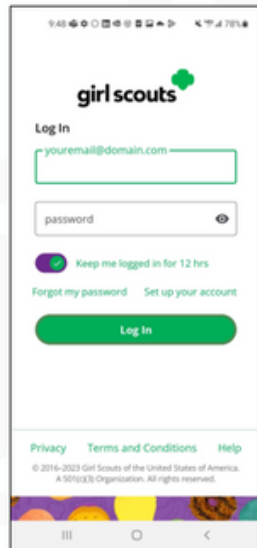


## Logging Into Digital Cookie

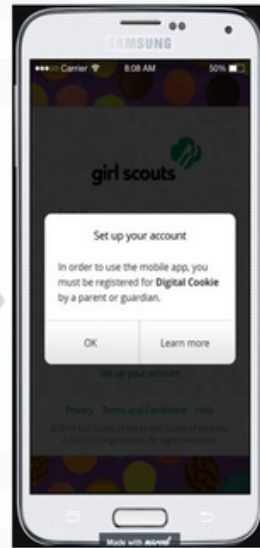
### Mobile App-Logging In



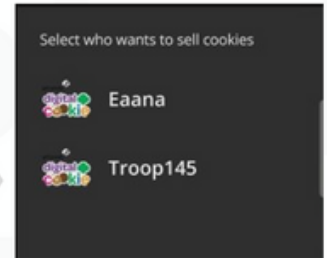
Download the mobile app from the app store



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



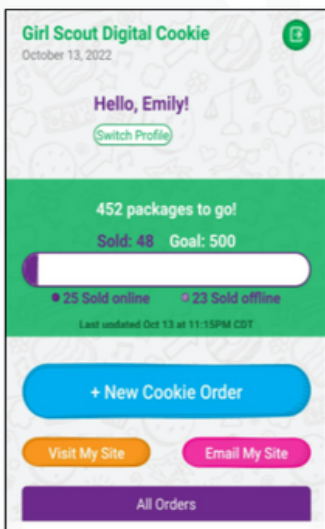
Girl Scout and troop sites must be set up in Digital Cookie using a browser first, before accessing the mobile app.



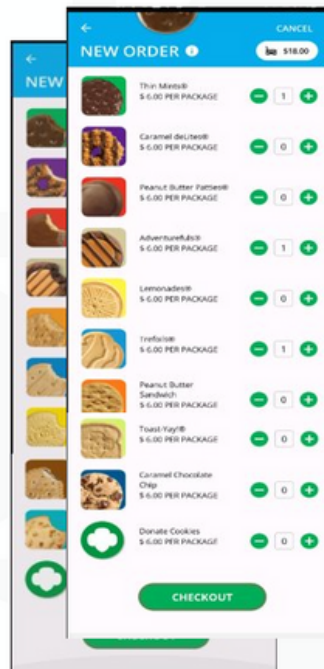
Select from the Girl OR the Troop persona. Troop login means the sales go to the whole troop-like at a booth.

## Making a Sale With Digital Cookie

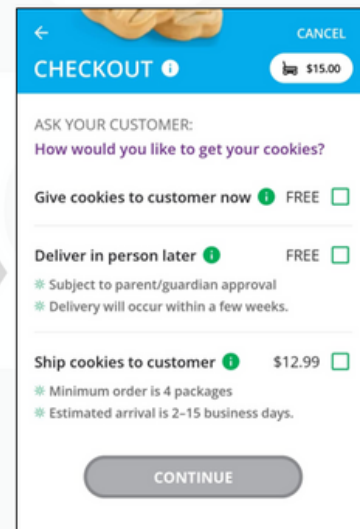
### Mobile App-Making a Sale



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



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

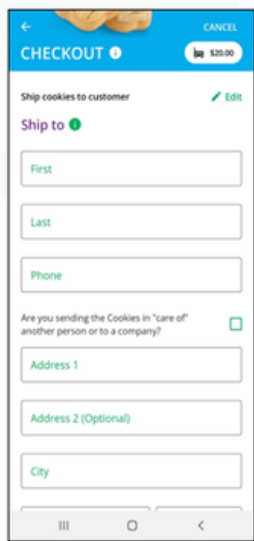


Girl can select to "Give cookies to customer now" for face-to-face transactions.

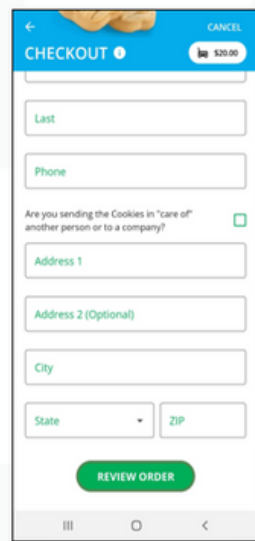


# Making a Sale With Digital Cookie

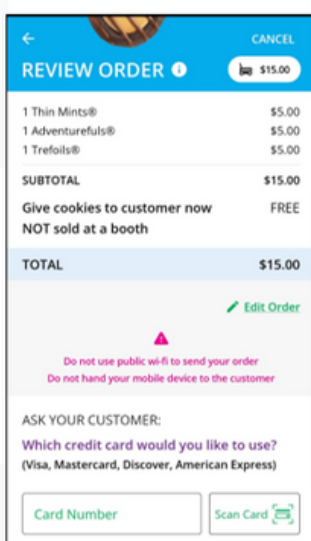
## Mobile App-Making a Sale



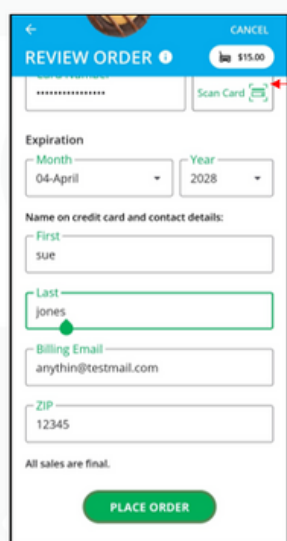
Delivery or shipped orders




In-hand (Give cookies to customer now) orders



Scan Card

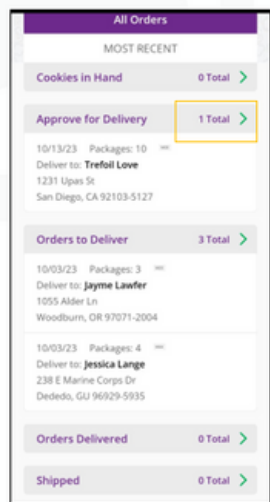


Scan Card

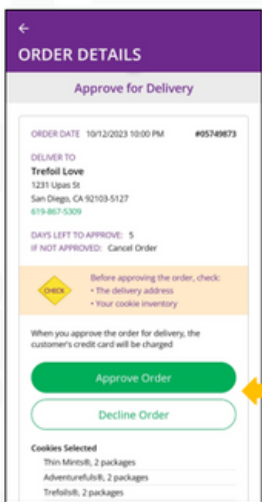


# Viewing Orders In Digital Cookie

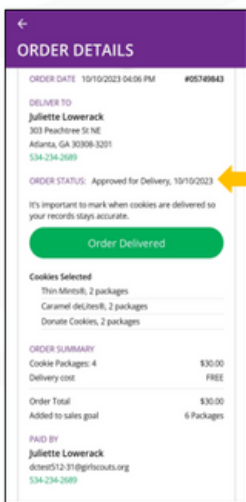
## Mobile App-Viewing Orders



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



Approve/Decline Order

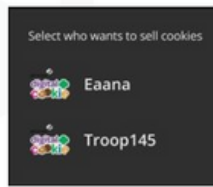


Order Status

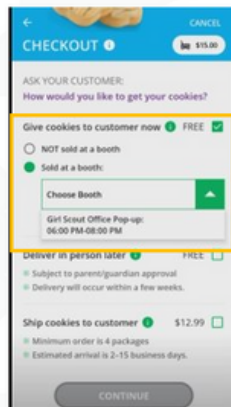
# Using Digital Cookie At Booths

## Mobile App-Troop View

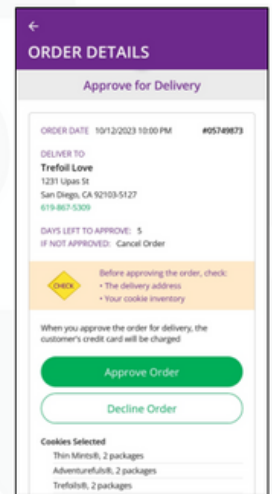
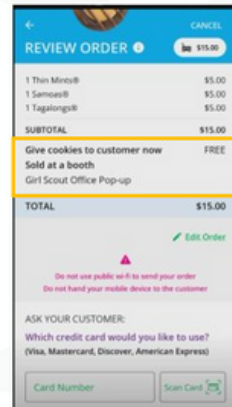
Volunteers who do not have a Girl Scout can still log into Digital Cookie to use the app as the troop.



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. Adults can post for Girl Scouts under 13. Please follow all GSUSA Internet safety guidelines.

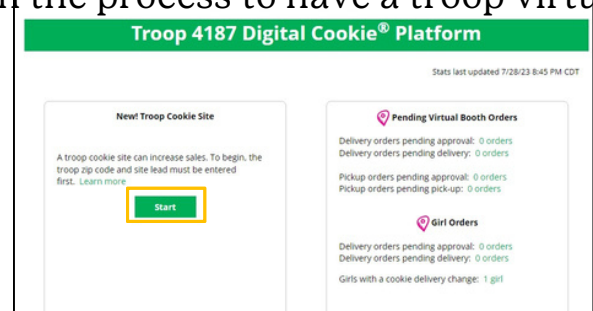
## Troop Virtual Booth Links

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 will be two links you can use. 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.

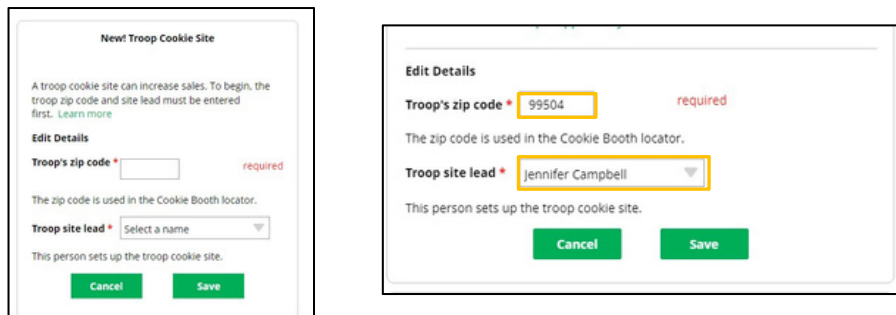
To begin, click the “Start” button.



# Digital Cookie®

**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

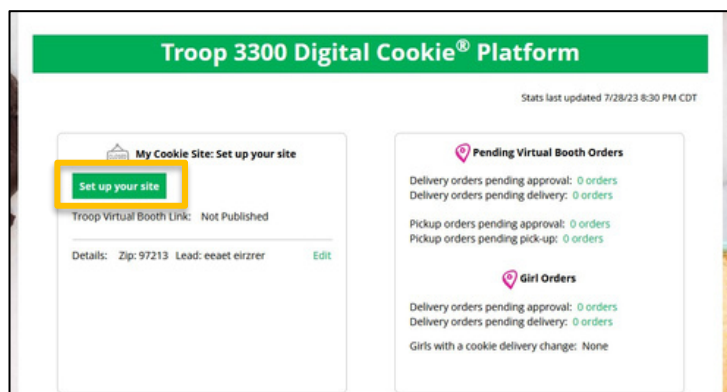
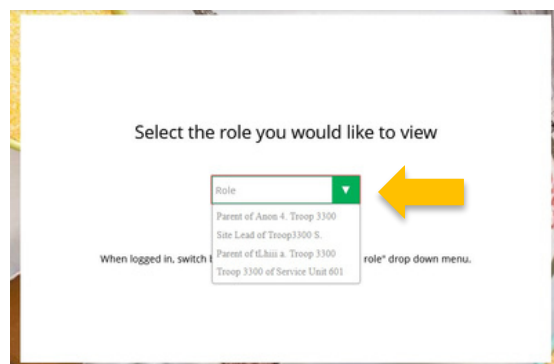
You will also select a name from the drop down of one of the volunteers from the troop to serve in the role of “Troop site lead”. The Troop site lead will be responsible for working with the Girl Scouts in the troop to set up the Troop site and approving orders.



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.

**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.

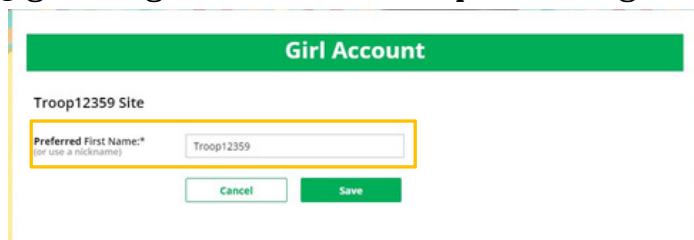
To begin setting up the troop site, click set up your site.


# Digital Cookie®

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 Council Customer Care at [girlscoutshelp@gssn.org](mailto:girlscoutshelp@gssn.org) 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.

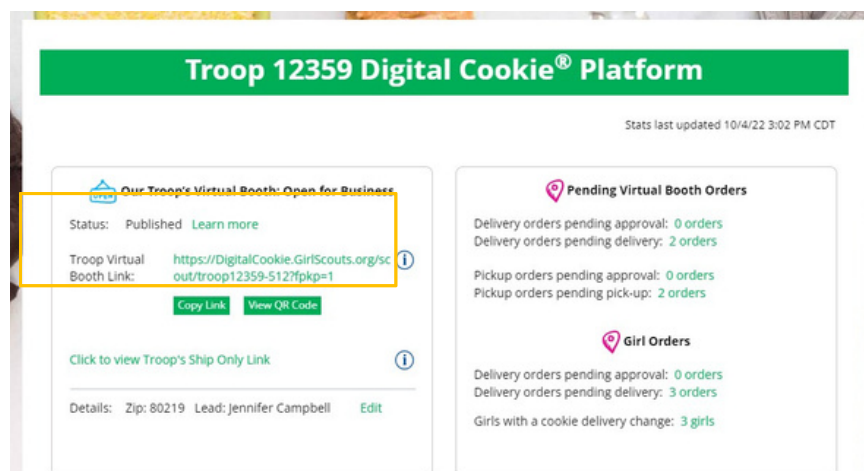
Once the site is published and the council’s sale is live, the troop will have two links to use if they wish for the cookie season.

## Troop Virtual Booth Link

From your Troop Dashboard, you will see two links available for your troop.

The top link is your Troop Virtual Booth Link.

You can share this link or QR code on your social media pages and allow customers to order cookies from your troop. Remember, your site lead must approve any orders from this troop 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. You can turn delivery off for the troop link the same way a caregiver can turn delivery off for their Girl Scout.

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.

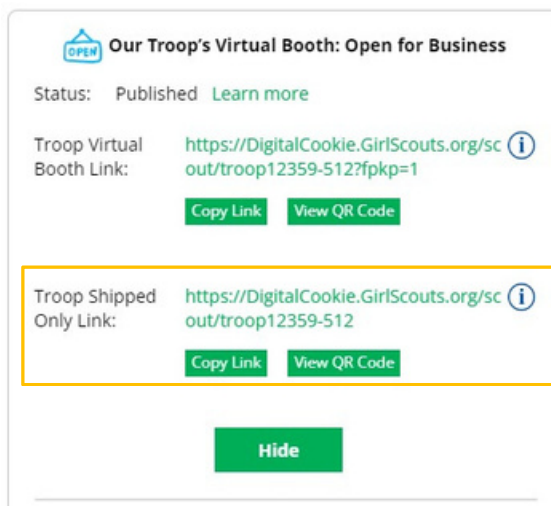
You can choose which of your booths will be available for the pickup option. It is best to select pickup locations that you will be at to handle the pickup process for customers.



# 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 February 14, 2025.

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. At the end of the sale, you will distribute these cookies to your girls. Remember, these are already paid for and shipped, you will only need to assign credit for these cookies at the end of the sale.





## Use Cheddar Up - Swipe & Tap at Booth

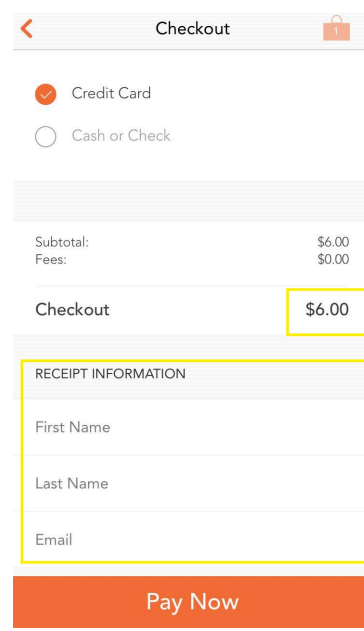
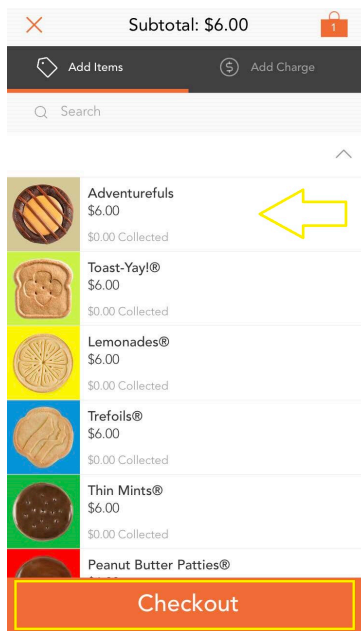
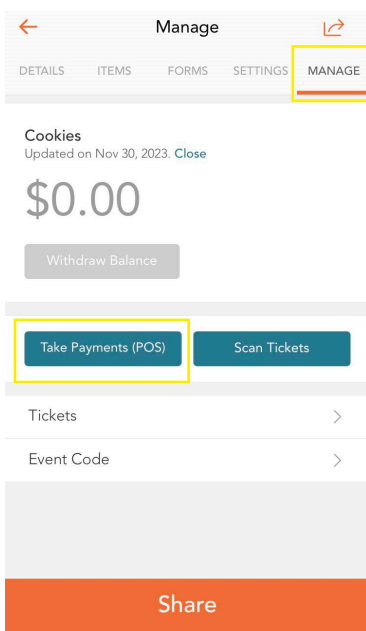
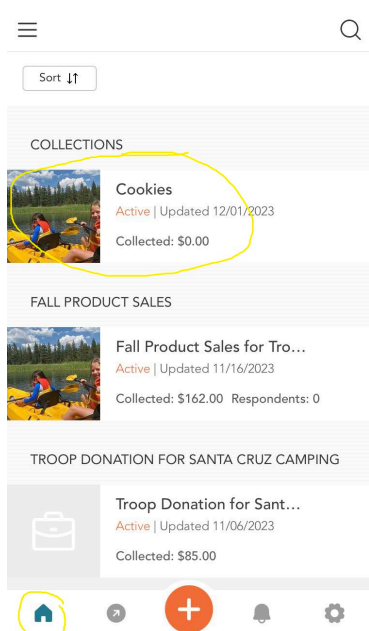
In order to help booths run smoothly, Girl Scouts of the Sierra Nevada is partnering with Cheddar Up to offer a swipe/tap payment option at booths.

Once your account is set up, taking swipe, chip, or tap payments at booth is a breeze. Scan the QR Code to for a quick tutorial about setting up your Troop's Cheddar Up page. Once you have your "collection" page ready for cookies and all of our flavors added (pictures and descriptions can be found on our website), you are ready to take POS sales at booth.



## Using Cheddar Up at Booth

Download and Sign In (Manager Role)



**Step 1:**  
After you log in, navigate to your collections tab. Click on the collection you made for cookies.

**Step 2:**  
Click on Manage on the top right and then click Take Payments (POS) in the middle

**Step 3:**  
Click on the flavors your customer wants. 1-click is one added to the cart. Then click on Check Out.

**Step 4:**  
Review the total.

If a customer wants a receipt, enter their first and last name and email on this screen, then click Pay Now

## Using Cheddar Up at Booth

Download and Sign In (Manager Role), continued...



Connect Card Reader

Search for Reader



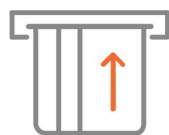
Card Reader Connected

STRM26214085114: Battery 45%

Disconnect Reader

Accept Payment

Update Reader Firmware  
(This will take estimate 5 to 15 Minutes)



Tap, Insert or Swipe Card

If inserted, **do not remove card.**

Cancel

Enter Card Manually

**Step 5:**  
If your reader is not connected yet, the screen will prompt you to connect. Press the button on your reader until the lights flash and the program will connect.

**Step 6:**  
Your reader will show as connected. Click accept payment to continue.

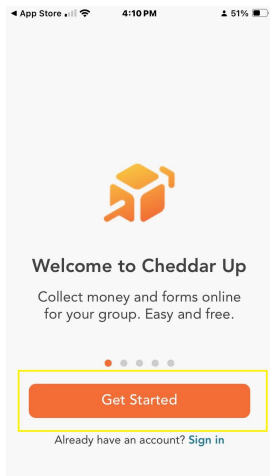
(If an update is available, you can click the Update Reader Firmware. However, we recommend that you do this at home prior to booth. It takes up to 15 minutes to complete.)

**Step 7:**  
You are now ready to swipe, insert or tap with the POS device

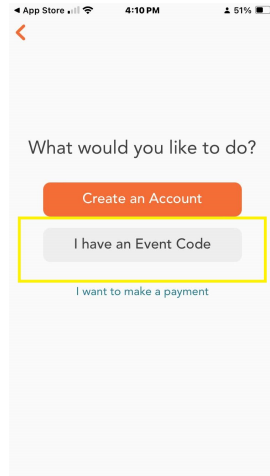
## Giving Volunteers Access to Swipe at Booth

Your volunteers will need to download Cheddar Up on their devices, but will not need individual user names and passwords. You can grant volunteers the ability to swipe cards at booth without giving them system access. This is done through the Share section of a collection. After Clicking on Share, navigate down to event code. You can generate a code, link, email or QR code for volunteers to use with Cheddar Up. Volunteers will not be able to do any management tasks in Cheddar Up. Here is what volunteers will see when using an event code:

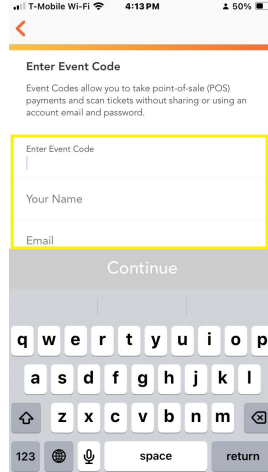
# Use Cheddar Up - Swipe & Tap at Booth Volunteer Access - Event Codes



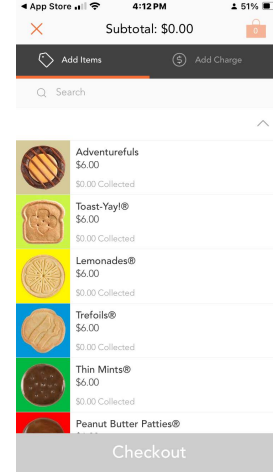
Step 1:  
Your volunteer opens the Cheddar Up App and clicks Get Started. They do NOT need an account!



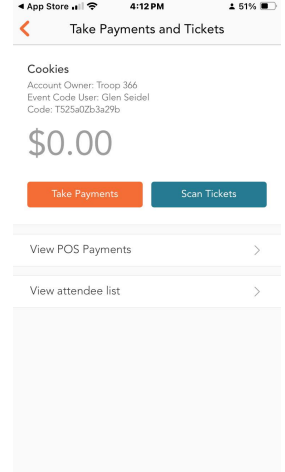
Step 2:  
Your Volunteer clicks on "I Have an Event Code"



Step 3:  
Your Volunteer enters their code, name and email address. This helps you track who took payments.



Step 4:  
Just like above, you select the customers order and click checkout.



Step 8:  
The checkout screen shows the total. Continue as on the previous pages.

## Event Code Benefits

- Volunteers can collect payments without an account
- You can track who took payments
- You can send your volunteers an email, or print the code or QR and keep it in their money bag/box for easy access.
- Volunteers go directly to the correct collection and cannot accidentally charge something to an unrelated event.
- Volunteers do not have access to any other component of Cheddar Up. They cannot view banking information, they cannot look at other collections, they cannot transfer funds, etc.



# 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, open booths become First Come First Served (FCFS). The 1st lottery will run on January 29. Troops are randomly selected through the lottery process within Smart Cookies from their 10 booths selected by the TPSC. Troops may or may not win booths in the lottery. Troops can only win up to one Premium booth in the lottery and 3 total booths. Troops will receive email confirmation to the email listed in Smart Cookies for the TPSC 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://www.youtube.com/watch?v=6D69e77A-7s>



## First Come First Served (FCFS) Booths

After the lottery on January 29, 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 for Round Two: January 30 at 7PM though midnight. \*Popular locations will go quickly\* Troops may select up to 5 FCFS booths (up to 2 Premium Booths within those choices). These are additional to Round 1. On January 31, at 7PM, Round Three will open and remain open throughout the sale. Troops can secure up to 50 booth locations with a maximum of 24 premium booths.

## 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://www.youtube.com/watch?v=85fypim0BfQ>



# Troop Secured Booths

## What Is a Troop Secured Booth?

Troops are welcomed and encouraged to set up Troop Secured Booths, but booth locations need to be approved by GSSN and the location manager/owner. 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 council 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=ED-wMv7eJCI>

Please provide accurate information about the location. Use Google Maps to confirm the location name and address. Council 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 customers using the Booth Finder if they show up at a booth location and a troop is not there. Additionally, store managers get upset when they expect a troop and no one shows up.



# Booth Locations

**Our Service Unit teams and Product Sales staff work to build and maintain relationships with booth friendly businesses in our area.**

**Troops may not approach any of the following locations to set up a Troop Secured Booth as they represent national contracts or will be contacted by our Product Sales staff and/or Service Unit Teams:**

## Northern Nevada and Eastern California

Walmart, Sam's, Smith's, JoAnne's and GNC

### Reno/Sparks

Lowe's, Pegs, Safeway  
Squeeze In, Save Mart

Houston We have a  
Problem Sportsman's  
Warehouse Best Buy,  
Dutch Bros Sierra Car Care  
Grocery Outlet, Burger Me  
Family Dollar, Natural  
Paws

Consign Furniture  
Chevron - Smog, 7Eleven

### Bishop

Grocery Outlet, Vons, High  
Country Lumber

### Mammoth

Grocery Outlet, The  
Village, Vons

### Fallon

Big R, Safeway, Jerry's,  
O'Reilly Auto Parts

### Fernley

7Eleven, Flying J, Greater  
Nevada, Grocery Outlet,  
QuickStop

### Gardnerville/Minden

Tractor Supply, 7Eleven,  
Stratton Center

### Greenville

Dollar General, Evergreen  
Market

### Quincy

Grocery Outlet, Safeway,  
Plumas

### Carson City

Fuji Park, Cutting Edge,  
Grocery Outlet, Lowes

### Elko/ Spring Creek

Albertsons, Cal Ranch  
Khourys

### Battle Mountain

Bakkers Brew, Mills  
Pharmacy, Etchevery  
Food Town

### Susanville,

Safeway

### Tahoe/Truckee

Alpine Meadows,  
Palisades, Grocery Outlet,  
Holiday Market,  
Safeway, Savemart, Pet  
Supermarket, Lake Tahoe  
Resort Hotel

**These businesses do not allow any sales or solicitations in front of their stores. Please do not approach these stores for Troop Secured Booths:**

Target (Corporate Policy)

Costco (Corporate Policy)

Raley's (Corporate Policy)



## 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.*



## Booth Setup Checklist

- ☐ Count cookies and money before the booth begins using the Cookie Booth/  
Walkabout sales 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 or charity donation box (**tips 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
- Cookie Share container and sign

### What Goes Under the Table?

- First aid kit
- Money box or pouch under adult supervision
- Extra warming layers, hand warmers, inclement weather gear Beverages
- Extra cookies
- Handbags, backpacks, personal items
- Empty cookie boxes

### Clean Up After Your Booth

- Take all boxes with you
- Check for any trash lying around
- Return all carts
- Make sure to get signs and other materials
- Follow your troop policy for counting money
- Check you inventory & enter sales in Smart Cookie Booth Divider
- Turn booth money into bank promptly



# Drive-Thru Cookie Booths

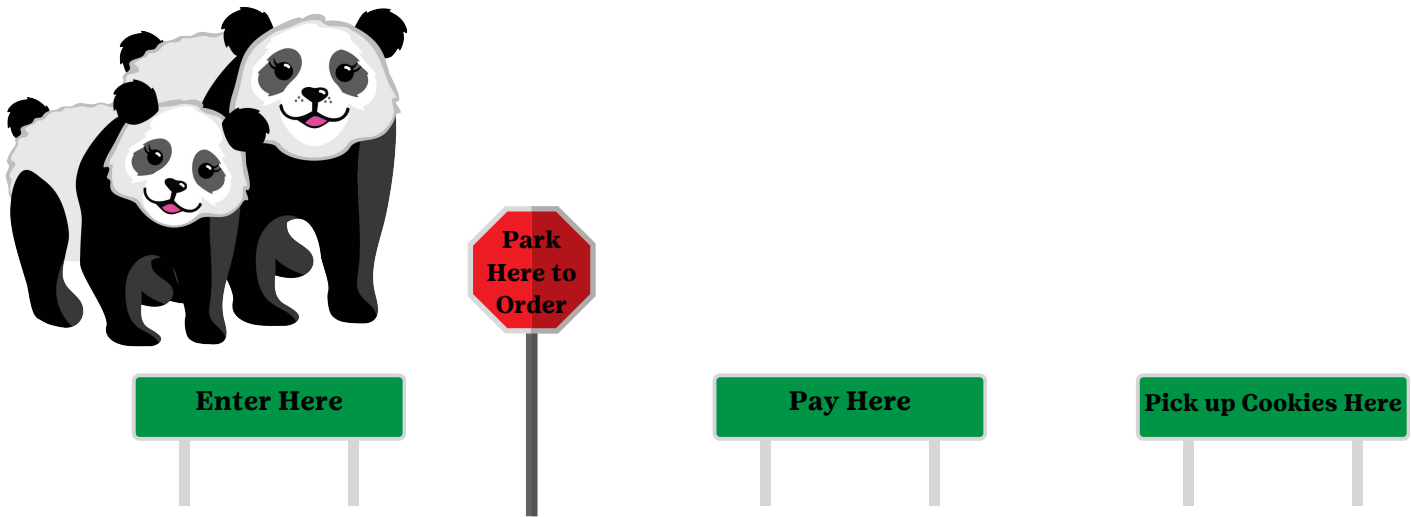


## How To Conduct a Drive-Thru Booth:

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.

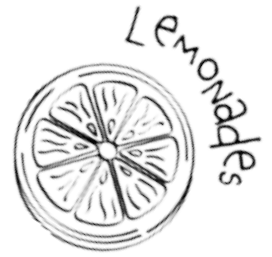


## Ratio:

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.**

# 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. Apartments need approval from the site manager.

\*Do not share on public social media sites (such as NextDoor). 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 2 adults at Mom & Pop stores however, Council recommends a 2:2 or 2:4 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 required that any adults at the booth are registered members and background checked.

## Booth Safety

- Cash is to be kept out of site at all times, preferably in a locked cashbox or on an adult in a zippered waist pouch. Adults should assist in handling cash transactions but allow girls to make change and count back money.
- 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 should be able to touch the booth table at all times.



# Etiquette

## Etiquette

- Do not ask the store manager to mediate conflicts between troops; please contact your Product Sales Coordinator if there is any confusion concerning the booth. Main Line: 775-322-0642, ext. 1241 routes to Product Sales manager during cookies.
- Begin packing up your booth at least 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 Council 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.



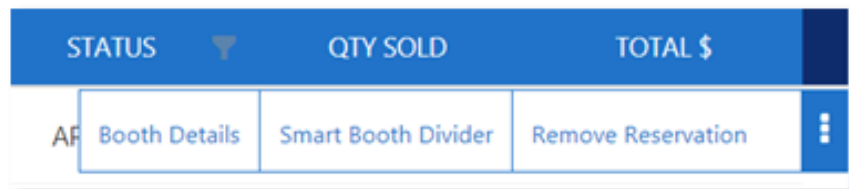
# Smart Divider

## 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://www.youtube.com/watch?v=4QJ7Pse5Gbs>



**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.**

# 2025 Booth Safety & Caregiver Agreement

## Ratio & Booth Attendance

- There needs to be a minimum of 2 background and checked adults and 2 - 4 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 2 background checked adults at Mom & Pop Stores. However, Council recommends a 2:2 or 2:4 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 in an locked cash box or on an adult in a zippered waist pouch. Adults should assist in handling cash transactions, but have the girls make the change and count back change to customers.
- 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. Notify the Product Sales staff as soon as the situation is safe.
- Girls should never give out their full names, addresses, or telephone numbers to customers.
- Booths must not be set up on a busy street, intersection, parking lot, or curb. Stay within the designated areas outlined by the store.
- All Girl Scouts at booths must remain within 1 foot of the cookie booth table at all times. Girls should be able to touch their table at all times.

# 2025 Booth Safety & Caregiver Agreement

## Etiquette

- Do not ask the store manager to mediate conflicts between troops; please contact your Troop Leader and then the Product Sales Manager 775-322-0642.
- 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 council 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: \_\_\_\_\_

Verified by: \_\_\_\_\_