

Cookie Booths

Booth Guidelines/Safety

- Our standard is one to four girls and two adults at each booth.
- Girls should never be by themselves—there should **always** be an adult with them, even if they are in pairs or groups.
- Drive-up Booths are encouraged to have more than two adults; a girl or girls should **never** approach a vehicle without an adult.
- At least one of the adults should be registered and background checked.

What Should You Bring To a Booth?

Cookies:

The number one rule of Cookie Booths: **ALWAYS HAVE THIN MINTS!**

Estimate the number of cookies you'll need. We recommend 50 packages per hour at high traffic locations but remember that's an estimate, not a guarantee. Asking other troops on your Service Unit's Social Media site is a great way to get feedback for your area.

Once you decide an estimated total figure out your inventory:

26% Thin Mints
15% Peanut Butter Patties
15% Caramel deLites
11% Lemonades
10% Peanut Butter Sandwiches
8% S'mores
7% Shortbreads
6% Thanks-a-Lots (2020 is the last year!)

Other items to bring:

Change (lots of 5s and 10s)
Bags (available in store or use repurposed bags from shopping)
Décor (see Booth Décor below)
A wagon or cart to move cookies (please don't use shopping carts from the store)
Table/chairs (have back up just in case)

Booth Etiquette

- The behavior of the girls sometimes dictates if we are invited back. Girls should stay in the assigned booth location at all times—do not send girls off to drum up business or on their own to a restroom.
- Inside booths: minimize the volume, ask customers as they approach, do not yell. No chants, songs, cheers, etc.
- Outside booths: Watch your volume and do not shout at customers.
- Always say thank you for supporting Girl Scouts!

Booth Décor

Make your booth stand out with props, décor, dollar store balloons and tablecloths.
Show how you are spending your proceeds or how you've spent them in the past—**SHARE YOUR STORY!**

Goal thermometers and/or visual Cookie Share displays are a great way to show where you are to goal. Check out our new Cookie Kits under Cookies+ /For Troops/Grade Level Support Kits for options.

Cookie Booths

Getting a Booth

Some booths (primarily metro KC) are available in Smart Cookie. Log into Smart Cookie, hover over Booth and choose Schedule Booths. Enter a city name or store in the search bar. If something comes up (ignore the color coded dots) it means there is at least one shift available. Choose that location and review the calendar(s). Click on a date to see available times and to claim.

Troops are welcome to set up their own booths at locations that are not on the no call list. You can find this list on page 16 of your 2020 Troop Cookie Manager Handbook.

Cancelling a Booth:

If your troop is assigned to a booth but cannot make it, release the booth so another troop can pick it up.

To release a booth, log into Smart Cookies, hover over Booth and choose My Reservations.

On the far right of the screen you'll see three vertical dots (hamburger menu). Click.

PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$	
<input type="checkbox"/>	LOTTERY	WIN	0	0	
<input type="checkbox"/>	FCFS		0	0	

When you click three boxes appear, choose Remove Reservation and confirm.

Making Sure Your Booth is in Booth Finder

Booth Finder is an app that people can use to find the closest Cookie Booth to their location. The same information is provided when someone visits girlscouts.org and enters their zip code in that booth finder.

If your booth was part of the council's Booth Lottery, the booth is in Booth Finder. If you secured the booth on your own or your booth lottery was managed by your SU you need to enter the booth for it to show up and to use Smart Booth Divider.*

To get enter your booth log into Smart Cookies

1. Choose the booth tab, then Troop Secured Booths
2. Enter the info on both tabs – Booth Information and Appointment Times
3. Click save

Your entry will be reviewed and approved by the Product Sales Team. **Allow 72 hours for approval.**

*Information on the Smart Divider is provided in a separate document; refer back to the Cookiegram for more info.