

Happy 2023 Cookie Season!! Please note the following terms that **all girls and adults** participating in booths must follow. If your troop does not adhere to the following terms, your troop will either **lose a current slot, all remaining booth locations or privileges for next year's lotto**. Remember to be honest and fair, friendly and helpful, considerate and caring...you know the rest!



Please share this information with **all adult participants** in your troop and review etiquette with the girls.

Rules Selling and Terms for ALL Locations:

- * **Outdoor Booths are to be outside, even if we are invited in.** If weather is bad, you are to remain outside or leave. **DO NOT** approach the establishment to ask to come inside. Select at the lotto accordingly.
 - ***Indoor booths* - you host the booth inside! You should respect the location we have been provided and host your booth where the business is requesting. **
 - ***MOD Pizza* is the only exception-it is **required** that you host the booth inside! There are **NO** exceptions to this rule, you do **NOT** have permission to be outside at this location. **
- * All cookies will be sold for \$5 a box with the exception of the GF which will be sold for \$6 each.
- * Raspberry Rally are available online only to be direct shipped to consumers. Troops may not purchase these cookies on their own to sell at booths. You may have a QR code at your booth for easy online sales at your booth.
- * No Girl Scout or adult should be on a mobile device, unless actively involved in a cookie sale.
- * No more than 2 girls and 2 parents (**4 people TOTAL**) at ANY location (see Walmart exception). Most locations just don't have the space to accommodate more, and we need to respect that, or we won't be asked back. No siblings, friends, etc.
- * For any shift, there is to be only one change of girls, if a troop chooses to do so. (example: a 3 hr booth can host two sets of girls from the same troop.) Shift changes must be done quickly and the 4-person max should resume ASAP.
- * Troops must provide their own **small** card table—only one table is to be set up during any booth (no chairs).
- * If you arrive to find the hosting business closed, you are not to hold the cookie booth, even if other business in the vicinity are open. Many are having their own staffing issues, which could impact pre-selected booths this year.
- * If you can't make a booth, please cancel the booth through Smart Cookies. Many locations express disappointment when the girls don't show up and can be discouraged in participating in the future. Also, another troop may be able to cover.
- * You may not sell at any location that you have not signed up for. If you are driving by a location and you do not see a troop there, you must contact the cookie team to grant approval to be in that location. At all times, it is required that the SU cookie team has insight into where the girls are selling cookies.
- * Do not leave ANY items on site. This includes the cardboard boxes the cookies come in. You do NOT have permission to throw these away at the vendors. You must gather all these items and all personal items and take them with you.
- * Do not hang ANY items at the location with the exception of hanging a poster on YOUR table. You do not have permission to hang items on walls/buildings/window.
- * Proper Girl Scout attire is required, so please make sure all girls are wearing their vests or sashes.

* The customer is always right—and technically, they are the hosting location’s customer first. Keep doorways cleared (and closed). Allow waiting patrons access to waiting areas.

* When your time is up, please disassemble quickly to make way for the next troop. Start packing up 5-10 minutes before. Your troop must vacate the location within 5 minutes at the end of your shift. If your troop is unable to pack up in this window, we should talk about strategies for success. If you are incoming, be mindful of the previous troop and give them space to clear out.

* Certain locations have specific guidelines and are included in this document. Please be sure to pass on to all members of your troop, as your entire troop will be held accountable for any activities during a hosted booth slot.

* Individual parents/leaders should not solicit locations/slots on their own from hosting business that the SU works with. If you would like additional slots, please have your cookie manager contact the SU directly to coordinate what is still available. Many locations have corporate policies preventing us from coming. We call over 50 businesses every year to check if policies have changed.

* The SU Cookie Team works hard to secure locations for all the troops and we need to be appreciative of the times we are given. **DO NOT** to try to reschedule lost slots or schedule additional ones with the locations directly—you can contact the SU cookie team for a replacement slot based on what is currently available.

*Family Booths: A single family run booth which must approved by your TCM AND by your SUCM. Only one family is permitted to attend. Girls selling independently at their personal residence is not considered a booth and is permitted.

*Troop Booth: All booths run by the troop must be organized in accordance with Service Unit rules and approved by your SUCM. Troops should not set up their own booths. Communication with the vendor will be made by the SU cookie Team. Booths must have two or more registered girls attend and adhere to GSEP registered adult ratios. Only permitted within your service unit, unless approved by the SUCM of the other service unit. You are NOT permitted to host a troop booth at any location without approval from the SU cookie team.

*Third party sales are NOT permitted (for example, a local store cannot set up a display and sell cookies without the girl Scout present.)

Let’s work together to make this a positive experience for the girls and the hosting locations!

Walmart Guidelines: one table only to be set up at the entrance closest to 611 only!

Designated Area - The local Council may place one (1) sales booth or table, approved signage, and up to **four** Girl Scout members per booth. Booths must be located at least 15 feet from the entrances to and exits from the facility, to allow for safe ingress/egress. Store management reserves the right to change the designated area for the sales booth as necessary for the safety of shoppers. There must be at least two supervising adults at each permitted sale booth. Girl Scout members, supervising adult staff, and/or volunteers may not solicit or distribute literature inside our facility, including in any lobby or vestibule, at any time.

Expectations for Girl Scout Members, Staff, and Volunteers - Each Girl Scout member, supervising adult staff, and volunteer must adhere to the expectations set out in the Agreement with respect to appropriate behavior and appearance; the setting up and manning of the cookie sales booths; interaction with Walmart or Sam's Club shoppers; and dealing with inquires or requests from local media. In addition to those expectations, members, supervising adult staff, and volunteers may not communicate verbally or in writing any message on Walmart or Sam's Club property that contains or depicts violence, obscenities, pornography, gross or gruesome scenes, racial or ethnic slurs, or inflammatory slogans likely to provoke a disturbance. This restriction applies to all forms of oral communications, body gestures, signs, posters, placards, displays, handbills, or written material.

Compliance with Direction Given by Walmart and Sam's Club Management - All Girl Scout members, supervising adult staff, and volunteers must comply with all requests from store and club management - for example, **moving cookie sales booth locations**. Store and club management also have the discretion to remove any member, supervising adult staff, or volunteer from the premises for violation of any of the rules and guidelines in this Notice and those set out further in the Agreement. At no point should a Girl Scout member, supervising adult staff, or volunteer attempt to challenge the direction given by the store or club manager, or his or her designee. If issues arise, the member, supervising adult staff, or volunteer should immediately contact his or her Girl Scout supervisor.

By participating in the SU616 Cookie Booth 2023 Season, you agree to adhere by the rules and conditions set forth by the SU Cookie Team and hosting locations.

Please confirm the following:

- I agree to communicate and enforce these rules for my troop.
- I understand that failure to comply with these rules will result in the loss of all future booth privileges.
- I understand that independently contacting any SU vendors during the cookie sale will result in loss of booth privileges for the 2024 cookie season.

TCM Signature: _____

Troop Number: _____

Date: _____