



# 2023 Cookie Program Caregiver/Adult-In Charge Booth Agreement

By signing below, I agree that Booth Sale Guidelines, Policies and Etiquette will be followed at all booth sales for which I am present. I understand that if Booth Sale Guidelines, Policies and Etiquette as set forth by GSNETX for the 2023 Cookie Program and any additional communication by GSNETX going forward are not followed, that there may be a \$25 fine per instance in addition to loss of booth sale privileges, risk of rewards and more.

## **Booth Sale Guidelines for all Locations:**

- Limited number of Volunteers and Girl Scouts at all Booth Sales.
  - Maximum of 6 people at any sale - Best ratio is 2 adults to 4 Girl Scouts.
- Booth Sales can only be set up at one side/door of each location and need to be 15 feet from entrance.
- Booth Sales must be held in the GSNETX [32 county](#) area.
- Booth Sales must be in locations the Girl Scout herself can legally patronize and purchase from.
- Cookies can only be sold for the prices set by GSNETX.
  - See cookie [flyer](#) with varieties and pricing for details.
- Credit card processing fees may not be passed on to the customer.
- Troop number must be prominently displayed at the booth, on the table or a sign.
  - The troop number on the Girl Scout's vest is not sufficient.
- Girl Scouts may not sell items other than Girl Scout Cookies at the booth sale.
- Do not involve store management in any issues such as two troops showing up at the same time, conflict with customers. I should contact my Troop Cookie Manager (TCM) in the event of a conflict at a booth sale.
- Do not ask stores/retailers to make change (i.e. provide 1's, 5's and 10's, etc. in exchange for larger bills).
- Use common sense about conducting appropriate conversations or engaging with potential customers and passersby. Hosting a cookie booth is not an opportunity to air personal or political opinions and/or grievances. It is important to remember that troop members, and volunteers are representing Girl Scouts.
- Be responsible when overseeing the cookie sales and collection of money. It is the duty of the Girl Scout troop members and supervising adult volunteers to be present at the booth at all times and to not leave the booth unattended for any length of time.
- Girl Scouts must be present at all booth sales.
- Booth Sales may only be held at approved locations. Lemonade style booth sales on the personal residential property of the Girl Scouts' parent/caregiver are permitted without a My Sale approval. (Pop up booths at sporting events, in parking lots, and selling out of vehicles to the public at large is not permitted without booth approval.)

- All booth sales held Monday through Saturday must conclude by 8:00 p.m. Booth sales held on Sundays must conclude by 6:00 p.m.
- For troop booth sales, where an adult is responsible for anyone other than their own Girl Scouts, a minimum of two Girl Scouts and two registered adults, one of whom must have a background check on file and be authorized to handle troop funds, must be present.
- A Family Sale is a booth sale with Girl Scouts from one family selling together and an adult must be present at all times, regardless of the age of the Girl Scout.
- Leave the area better than you found it, take all belongings, empty cookie cases, and any trash with you.
- Follow Booth Sale Etiquette - available at [gsnetx.org/cookies](http://gsnetx.org/cookies).

**Council Partner Booth Sale Guidelines:**

- No other equipment (except the booth or table) may be present on the property, including but not limited to tents/canopies, space heaters, extra signage not at booth table(placed around the parking lot).
  - Canopies and/or tents present a liability to the store and a danger not only to Girl Scouts present but guests as well, as they can be picked up by the wind.
- Council Partners cannot be approached for My Sales.
- Do not eat, read, smoke or use mobile devices except for cookie sale transactions, while running the cookie booth.

**My Sale Booth Guidelines:**

- All My Sales must be approved in eBudde, unless being held on the parent/guardian’s personal, residential property (home).
- All My Sales must be submitted to the portal and eBudde 24 hours (or more at the discretion of Service Unit Cookie Program Coordinator and Troop Cookie Manager) to the sale for approval.
- Limit eating, reading, and use of mobile devices except for cookie sale transactions, while manning the cookie sales booth.
- Booth sales at schools, public parks, on sidewalks, etc., must have approval from the appropriate officials or property owners. GSNETX is not responsible for overbooking.

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**Signature**

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**Date**

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**Caregiver/Adult In Charge Name**

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**Email Address**

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**Troop #**

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**SU #**

