

Cookie Booth Etiquette

DO

- Follow the Girl Scout promise and law at all times
- Represent the Council in a positive manner
- Obey the Booth Sale Starting Time
- Have girls use bathroom ahead of time
- Wear Girl Scout Uniform
- Be polite and friendly
- Stay out of doorways and walkways
- Say "Thank You" whether someone buys cookies or not

DON'T

- Have more than 3-4 girls selling at a time
- Yell or talk loudly
- Run around
- Get in other people's way
- Ask customers twice
- Go into the store while on duty
- Eat, drink or chew gum while on duty



**Girl Scouts
Heart of the Hudson, Inc.**

*Booth Sales
The Why and How to
Build a Better Booth*

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F: 845.361.2915

211 Red Hill Road
New City, NY 10956
P: 845.638.0438
F: 845.638.2804

2 Great Oak Lane
Pleasantville, NY 10570
P: 914.747.3080
F: 914.747.4263

41 Page Park Drive
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P: 845.452.1810
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Girl Scouts Heart of the Hudson, Inc.
www.girlscoutshh.org

The Why & How

Why should you do a booth sale?

1. Helps meet troop goals.
2. Allows for the troop to participate in more activities.
3. Adds on to your girls' cookie credits.
4. It's fun!

How do I start to plan for a booth sale?

1. Call a local business to set up a sale date and time.
 - a. Call early February-March, as places fill up fast.
 - b. Make sure you have a contact name at store.
 - c. Call the day before to confirm sale.
 - d. On day of sale introduce self to person in charge and find location to set up booth.
2. Type of places to call. Mall and MTA reservations must be done through Product Managers and GSHH.
 - a. Grocery stores, Wal-Mart, hardware stores, video stores, banks, post office, etc.
 - b. Places where there is a lot of foot traffic.
3. Length of stay.
 - a. Plan to stay the whole day for best results, if so set up shifts.
 - b. The hours between 10-5 and 11-6 are good.
 - c. If you can't do the whole day, perhaps share with another troop.
4. Who should help?
 - a. You should plan for at least 3 adults. See *Safety-Wise* for the appropriate guidelines.
 - b. Parent support is very important for this event. This will help with bathroom breaks, shift changes, etc. Clearly explain to both girls and adults what you expect of them.
 - c. Rotate girls and adults every few hours.

5. What is needed for the sale?
 - a. Contact any of the Product Sales Managers at the council office closest to you or your local Cookie Cupboard to get the amount of cookies needed for your sale and to reserve them, 72 hours notice is needed.
 - b. Signed permission slips from your girls' parents.
 - c. Advertise your Booth Sale by putting up posters ahead of time to let people know where you will be and when.
 - d. Bring a table and chairs for display of cookies and a place to sit for the day. Some locations provide you with tables/chairs, some do not. Ask several days before you arrive.
 - e. Posters and Goal Sheets (these help your customers know what your girls are striving for). Posters can be reserved when you place your order for cookies with any of the locations. Remember, set up your booth in an attractive manner, using eye-catching signs. Keep the area clean and orderly.
 - f. Costumes (reserve when placing your order).
 - g. Cash box with start-up cash. (You should plan on at least \$60.00, thirty dollars in singles and ten dollars in fives; twenty in quarters.)
 - h. At least three adults.
 - i. Schedule of girls staffing the booth.
 - j. Girls should follow up with a thank you letter to the business with the number of boxes sold and the dollar amount earned. They should also say how they plan to use the money earned.

Remember selling Girl Scout Cookies at a Booth Sale is a privilege granted to us by the local merchants. These booth sales are a fragile privilege, and if abused, even unintentionally, may cause all Girl Scouts to lose the opportunity for additional sales at these places of business permanently. Girls and adults need to be careful and considerate of the merchant's property and customers. Any complaints and you may be asked to leave.