2023 Cookie Caregiver Guide

Troop Cookie Coordinator:

Name: ____________________________
Email: ____________________________
Phone: ____________________________

<table>
<thead>
<tr>
<th>Key Dates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Caregiver Permission Form Due</td>
<td>November 11</td>
</tr>
<tr>
<td>Order Due to Troop</td>
<td>Mid-November</td>
</tr>
<tr>
<td><strong>Cookie Program Begins</strong></td>
<td>Wednesday, January 18</td>
</tr>
<tr>
<td>Booth Sales Begin</td>
<td>Saturday, January 21</td>
</tr>
<tr>
<td>Parents/caregivers begin turning in money</td>
<td>January 21-30</td>
</tr>
<tr>
<td>First ACH Withdrawal (50% of initial order)</td>
<td>Friday, February 3</td>
</tr>
<tr>
<td>Parents/caregivers turn in money</td>
<td>February 3-12</td>
</tr>
<tr>
<td>Second ACH Withdrawal (remaining balance of initial order)</td>
<td>Friday, February 17</td>
</tr>
<tr>
<td>Cookie Program Ends</td>
<td>Sunday, February 26</td>
</tr>
<tr>
<td>Parents/caregivers turn in money</td>
<td>February 27- March 3</td>
</tr>
<tr>
<td>Final ACH</td>
<td>Friday, March 10</td>
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</tbody>
</table>

2023 Cookie Lineup

<table>
<thead>
<tr>
<th>Cookie Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adventurefuls</td>
<td>Brownie inspired cookie with caramel flavored crème and a hint of sea salt.</td>
</tr>
<tr>
<td>Toast-Yay!</td>
<td>French Toast inspired cookie dipped in delicious icing.</td>
</tr>
<tr>
<td>Lemonades</td>
<td>Shortbread with tangy lemon icing.</td>
</tr>
<tr>
<td>Trefoils</td>
<td>Traditional shortbread.</td>
</tr>
<tr>
<td>Thin Mints</td>
<td>Crispy chocolate wafers dipped in a mint chocolaty coating.</td>
</tr>
<tr>
<td>Peanut Butter Patties</td>
<td>Crispy vanilla cookies with peanut butter, covered in chocolate.</td>
</tr>
<tr>
<td>Cookie Name</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Caramel deLites</td>
<td>Vanilla cookies with caramel, toasted coconut, and milk chocolate stripes.</td>
</tr>
<tr>
<td>Peanut Butter Sandwich</td>
<td>Peanut butter sandwich cookie.</td>
</tr>
<tr>
<td>Caramel Chocolate Chip</td>
<td>Classic chocolate chip cookie with caramel and a hint of sea salt</td>
</tr>
<tr>
<td>(Gluten Free)                     <em>New Recipe</em></td>
<td></td>
</tr>
<tr>
<td>Raspberry Rally</td>
<td>Thin, crispy cookies infused with raspberry flavor, dipped in chocolety coating. <em>Online-only with direct ship, while supplies last.</em></td>
</tr>
</tbody>
</table>

**Why Participate in the Cookie Program?**

The Girl Scout Cookie Program, the foundation of entrepreneurial experience in Girl Scouts, is an important (and exciting!) part of the overall Girl Scout experience—tons of learning and beyond- and delicious cookies for our awesome cookie customers! It’s a win-win.

Whether Girl Scouts go door to door, set up booths at libraries and shopping centers, or sell cookies online with Digital Cookie®, they’re also preparing for a bright future as a business leader or entrepreneur. The Girl Scout Cookie Program shows the world their business savvy as key members of the world’s largest girl-led entrepreneurial program.

Every year Girl Scouts all over the country use their cookie earnings to do amazing things in their communities and beyond. From helping animal shelters and feeding the homeless to raising awareness about bullying, making public areas more accessible to people with disabilities, and tons more, Girl Scouts can and will do anything they put their hearts and minds to.

As cookie entrepreneurs, Girl Scouts gain essential skills and work as a team to accomplish common goals and solve problems, while building the confidence they need to shine as future leaders. And did we mention fun? They have lots of that along the way, too.

And now with Digital Cookie, Girl Scouts can do and learn even more—and have more fun than ever before—all while giving cookie customers more ways to support them and their goals.

Remember: smart cookies don’t just improve their own lives—they have the vision to change the world.

By participating in the Cookie Program, they are learning 5 skills. With these skills, your Girl Scout will be poised for success in her career.
1. **Goal Setting** — setting cookie sales goals individually and with the troop, creating a plan to reach them, and developing cooperation and team building skills all along the way.

   - Why does this matter? There will always be a deadline your Girl Scout will have to meet. By setting goals and planning she will never miss a deadline and miss out on an opportunity!

2. **Decision-Making** — deciding how the troop will spend their cookie proceeds, furthering their critical thinking and problem-solving skills that will help them throughout life.

   - Why does this matter? Your Girl Scout will be faced with decisions throughout her life. Critical thinking and problem solving to make a decision is the difference between a good and not so thought-out decision.

3. **Money Management** — as your Girl Scout takes cookie orders, handles money, and gains valuable and practical life skills around financial literacy.

   - Why does this matter? Budgeting! whether it is for a college education, or that new computer/laptop, your Girl Scout being able to balance a budget and understand money is a great life skill to have. What better place to learn it than with Girl Scout Cookies!

4. **People Skills** — Girl Scouts learn how to talk to, listen to and work with all kinds of people while selling cookies.

   - Why does this matter? These experiences help develop healthy relationship and conflict resolution skills for continued growth throughout life.

5. **Business Ethics** — utilizing the Girl Scout Law to be honest and responsible at every step of the cookie sale.

   - Why does this matter? Business ethics here reinforce the positive values of a rising Girl Scout.

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**Her Cookie Business = A Family Affair!**

The year-by-year Cookie Entrepreneur Family pin collection is the latest addition to the Girl Scout Cookie Program—and was inspired by and designed for families just like yours!

It’s never been easier to support your Girl Scout in developing business skills, making amazing memories, and earning a different pin for her uniform every cookie season. The simple, age-specific guidelines have been tailored for your Girl Scout’s developing skill set, making success a snap. To download the guidelines, you can visit [www.girlscouts.org](http://www.girlscouts.org).

**Cookie Entrepreneur Family Pin**

The [Entrepreneur Family Pin](http://www.girlscouts.org) requirements emphasize learning the Five Skills of Product Program with the support of their family. Pins can be earned at every grade level as seen here:
Frequently Asked Questions

**How do I sign up my Girl Scout for cookies?**

Contact your Troop Leader or Troop Cookie Coordinator (TCC).

Make sure you:

- Register your Girl Scout for the 2022-2023 membership year.
- Attend the parent informational meeting.
- Sign a [Caregiver Responsibility Agreement](#).
- Give your troop cookie coordinator your daughter’s initial order.

**What if my Girl Scout’s troop doesn’t have a Troop Cookie Coordinator?**

Volunteer! It’s fun and helps your troop learn a skill that is valuable in the real world. Contact your service unit cookie manager OR [products@gsctx.org](mailto:products@gsctx.org) if you want to contact the service unit leadership about training.

**Who is our Girl Scout cookie baker?**

Girl Scouts of the USA (GSUSA) currently sanctions two bakers: ABC Bakers (ABC) and Little Brownie Bakers (LBB). We are currently under contract with ABC. **All varieties cost $5.00, excepting Caramel Chocolate Chip (these cost $6.00).**

**How do I order and pick up cookies?**

- My cookie orders can be picked up from the troop cookie coordinator on ___(day of the week).
• Between the hours of: ___ and __

• Receipts must be signed by troop cookie coordinators and caregivers for all cookie transactions and money turned over to be deposited in the troop accounts.

**Tip: Troop cookie coordinators and caregivers should keep a copy of the receipt for all transactions.**

• Re-orders can be made once a week at the TCC’s discretion (some areas only do initial orders and no re-orders). Delivery will be based on the day assigned by the delivery agent for each area.

**How are sales entered?**

The troop cookie coordinator or troop leader enters the sales into Smart Cookies (the online ordering and inventory system) by individual Girl Scout. Sales are based on the cookies the Girl Scout receives. Financial responsibility is transferred with the cookies.

**Who do I give the money to?**

The troop cookie coordinator, troop leader, or troop treasurer will collect the money to deposit into the troop bank account. ***They should fill out a receipt and provide you with a copy every time you give them money.***

**What is an example of social media post?**

**Approved post:** My daughter Susie is selling Girl Scout Cookies this year to help pay for camp. If you are interested in supporting Susie, please leave a comment with the best time to reach you, and Susie will contact you.

**Not approved:** My daughter is selling Girl Scout Cookies. Leave a comment with your order.

**Online Marketing and Social Media**

Girl Scouts can use electronic marketing and social media to gather sale commitments from family, friends, and previous customers if they are practicing safe online marketing and following GSUSA guidelines.


The cookie program is a girl-led program for Girls Scouts to learn entrepreneurship skills to build their future. All activity on social media should be conducted primarily by the Girl Scout, with appropriate supervision by caregiver.

**The Dos:**

• Girl Scouts who are 13 or older may use their own social media sites to market cookies.
Girl Scouts should only use their first name and troop number when advertising on social media.

Caregiver may comment on a post in a public facing site in which the poster is asking for Girl Scout Cookies, but only to tell poster to send them a direct message.
  ○ Girl Scouts/caregivers should never post the link to a minor’s personal, online store on public sites or provide their address or phone number.

Girl Scouts under the age of 13 may use their caregiver’s social media to advertise cookies with caregiver supervision.

**The Don’ts:**

- No addresses and no phone numbers should be used when advertising or communicating on social media.
- Girl Scouts should not use PayPal, Venmo, eBay, Amazon, or other comparable sites to collect payments.
- Girl Scouts may not market or post the link to their personal online store on any third-party page or group such as:
  - Facebook Marketplace
  - Facebook Buy/Sell/Trade Groups
  - Neighborhood pages (i.e., Nextdoor, Facebook Neighborhood groups)
  - Craigslist, Offer Up
  - Or any other site deemed inappropriate by GSCTX.
- Communicating with strangers on the internet is not encouraged, and all communicating should include an adult.
- Participants may not ask a business to share personal links on their social media to promote individual sales.

**Can my Girl Scout sell online?**

- Girl Scouts may sell online through Smart Cookies via [www.abcsmartcookies.com](http://www.abcsmartcookies.com).
- All ages can participate; caregivers must sign up for those under 13.
- Girl Scouts can sell online in two ways (direct ship or girl delivered) by sending ecards to potential customers.

**Smart Cookies Direct Ship** - Customer places an order online, pays online (including shipping charges) and has them shipped directly to them. Customers can order any variety of Girl Scout Cookies in any amount and have an option to order a special gift box!

- GSCTX will pay 50% of shipping for customers who order nine packages or more.
  - To maximize subsidized shipping, a customer should purchase in increments of 9.
  - A customer who purchases 1-8 packages will pay $14.99 flat rate shipping fee.
  - If a customer orders 9-12 packages, they will pay $7.49 shipping.
  - If they purchase 13-20 (eight more packages) they will pay $7.49 for the first 9-12 but then an additional $14.99 for the 13-20 for a total of $22.48.
  - If they bought 21-24 packages, they would pay $7.49 for the first 9-12 and $7.49 for the 18-24 for a total of $14.98.
• Girl Scouts that sell at least 12+ packages using Smart Cookies Direct Ship will earn the Online Patch, 50+ packages earns a Goal Getter Patch and 85+ packages earns your Girl Scout a Super Patch (customer must purchase packages and pay shipping, not request girl delivered)

**Smart Cookies Girl Delivered**- Customers can request that a Girl Scout hand deliver cookies (local customers only). There are no shipping charges, customer pays online, and your Girl Scout delivers the cookies. You as the caregiver have 5 days to approve all girl-delivered orders, so that you only allow your Girl Scout to deliver to customers she knows.

**Can I return cookies?**

• GSCTX does not allow returns. All cookies that are ordered and signed for belong to you as a caregiver. Check with your troop cookie coordinator about exchanging/transferring varieties with others in your troop.

**Can my troop require me to pre-pay for cookies?**

• No. GSCTX has procedures in place to protect troops against potential caregiver debt. For this reason, we do not allow troops to mandate that caregivers pre-pay for cookies. Please call Product Programs at 1-800-733-0011 if you experience this issue.

**Where does the money go?**

• Troop proceeds and troop bonuses are left in the troop account for use on activities throughout the year and on programming that the troop agrees on.

• Super Troops can earn additional proceeds per package when the troop participates in the Cookie Program, turns in their troop financial report on time, and meets requirements to be considered a Super Troop. Learn more about Super Awards [here](#).

• Troop proceeds belong to the troop, not the individual Girl Scout because no individual girl can profit by participating in Product Programs. This includes Individually Registered Members (Juliettes). No Girl Scout may profit from participation in Product Programs. If a girl decides to leave a troop or leave Girl Scouts there are specific instructions on how troop proceeds can be split, that can be found on our website under Troop Finances.

**What are Program Credits and how do I get them?**

• Program Credits is an incentive that a girl can earn starting at the 300+ package level and is emailed to caregivers, after the sale is over. Program Credits are girl-earned rewards and can only be used by the individual that earned them.

• Program Credits cannot be used for shop reimbursement, SU Events, or Girl Campaign.

• Program Credits do not have a cash value and may not be sold. Program Credits are non-transferrable and cannot be traded between Girl Scouts. Siblings may share Program Credits to pay for an approved activity.
• Program Credits with a balance of $100 or more can be put in a Carryover Account for Destinations, GSCTX Resident Camp, or GSCTX Travel (SU or Troop). However, you must complete the Program Credits Form to transfer into a Carryover account.

• If you would like to check your daughter’s Program Credit balance, follow the instructions in the email sent out. If you have lost your Program Credits or did not receive an email, please contact us at products@gsctx.org.

<table>
<thead>
<tr>
<th>Troop can earn up to $0.97/package*!</th>
</tr>
</thead>
<tbody>
<tr>
<td>Troops can earn the following proceeds for participating in the 2023 Cookie Program:</td>
</tr>
<tr>
<td>$.65 per package +</td>
</tr>
<tr>
<td>$.25 per package +</td>
</tr>
<tr>
<td>Additional $.05-.07 per package</td>
</tr>
<tr>
<td>$.95-.97 per pkg!</td>
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</tbody>
</table>

*Cadette, Senior, and Ambassador troops may opt out of Recognitions and Program Credits for an additional $0.10 per package sold, bringing this total up to $1.07 in proceeds per package.

2023 Recognition Information

Program Credits
• Earned by selling 300+ packages.
• Program credits are non-cumulative which means that a Girl Scout only earns the amount at the highest level sold.
  ○ Does not earn the level before plus final level.
  ○ Example Girl Scout sells 1250+ packages, will earn $425 in Program Credits (if she chooses that option) not, $425 + $350 at the 1000+ level.
• Individuals in troops that opt-out of prizes do not earn Program Credits.
• GSCTX will email virtual card numbers in April directly to the caregiver email as listed in Smart Cookies.
• Program Credits may be saved for troop travel, Girl Scout Destination trips or resident camp by converting to Carryover Credits. Complete the [Program Credits Form](#) to convert credits.

**Initial Order Reward**
• Troops must have a 225+ per girl average at initial order with at least 1 box assigned to each girl participating.
• Girl Scout Cookie sellers that end the program with 225+ in sales that are in a troop that meets the above criteria will qualify.
• This year’s initial order reward is a Trefoil Turtle squish.

**Troop Level Rewards**
• Troops that have a per girl average of 300+ at the end of the sale will receive a $25 H-E-B gift card to be used as a celebration party. Only one per troop is earned.

**850+ GS Experiences and Program Credits**
• Girl Scouts can choose between a day at the Science Mill in Johnson City or a day at Wonder World Cave in San Marcos. Both include a pass for a caregiver. Transportation and meals are not provided for this event.
• Both the Science Mill and the Wonder World Cave will also be paired with $170 in program credits.

**1000+ Program Credits**
• Girls will again receive a certificate, sterling charm, key ring, and boost bar. Key ring and boost bar will be received with lower-level prizes. GSCTX staff will manually collate and ship the certificates and charms in June.
• Program credit totals $350 at this level and will be sent to caregiver’s email in April.

**1250+ Free Week of Standard Camp**
• Choices at this level include an overnight and sports duffle bag at the Austin Aquarium on Friday, June 2, an overnight and sports duffle bag at the Cameron Zoo on Saturday, June 3, a free week of standard camp or a total of $425 in program credits.
  • If unable to attend, we will switch to Program Credits.
• If choosing a **Free Week at Camp:**
  • No program credits for all previous levels will be earned, this includes at the 1000+ level.
  • Program credits are non-cumulative which means a Girl Scout will only earn at the highest level sold. Example, sold 1250+ packages and chooses Program Credits, will earn $425 not $425 + $350.
  • Register for camp as soon as registration opens! Pay the deposit only to hold your spot. When Program Credit emails are distributed, be sure to complete the [Program Credits Form](#) to complete your payment to camp and receive a reimbursement for your deposit.
  • Any girl that earns a Free Week of Camp and does not register by May 1, 2023, will automatically be converted to $425 in program credits.

**1500+ Schlitterbahn, Kalahari or Speaker with Program Credits**
• Choices include passes for the Girl Scout and one caregiver to either Schlitterbahn waterpark in New Braunfels weekend of June 17 & 18, Kalahari Resort in Round Rock weekend of June 17 & 18 or $50 in Program Credits and a Chypr Bluetooth speaker.
• Both Girl Scout Day at Schlitterbahn and Girl Scout Day at Kalahari include a light lunch for both Girl Scout and one caregiver. Transportation not provided.
• If choosing speaker and Program Credits: Chyrp speaker will be received with lower-level rewards and Program Credits will be sent to caregiver’s email address in April.

**2000+ Baking Class with mixer, Beats Studio 3 Headphones or Program Credits**
• Girl Scouts can choose between an additional $75 in Program Credits, Noise Cancelling Headphones, or a Day of Baking with stand mixer.
• Day of Baking with stand mixer class will be recorded for those who cannot attend. Recipe will be sent the week prior to class. Ingredients are the responsibility of the caregiver.

**3000+ Program Credits or Photographer in Training**
• Girl Scouts can choose between another $75 in Program Credits or a camera with a photography class. Instructor is from Austin but will be via Zoom.
• Photography class will be recorded for those who cannot attend.

**4000+ Trip to Disney World or VIP Dolphin Experience in San Antonio or iPad**
• Disney Trip is tentatively scheduled for July 9-14, 2023
  o If trip must be cancelled for any reason, earners will choose one of the ‘or’s’ for that level.
  o Only C/S/A’s can attend a trip, others will need to choose one of the ‘or’s’ at that level.
  o Trip is staff chaperoned.
  o Caregivers are not allowed to attend unless asked to be a chaperone.
• VIP Dolphin Experience in San Antonio – Girl Scout and one caregiver will be transported to SeaWorld San Antonio for VIP experience with dolphins. Will include transportation, lunch and photos taken during the experience. Date TBD and will be finalized in 2023.

*Note: All rewards are subject to availability and may change. Rewards are not to be transferred, sold, exchanged, or returned and are earned by the Girl Scout for use.*

**Direct Ship Patches**
Girl Scouts who sell 12+ packages through Smart Cookies Direct Ship (with customer paying for shipping cost) will earn the Cookie Techie Patch, 50+ packages girls will earn a Goal Getter Patch and 85+ packages will earn a Super Patch. All online direct ship packages count towards other levels. Only packages sold via direct ship will count for direct ship rewards.

**C/S/A Opt-Out Option**
Full Cadette, Senior and Ambassador troops can choose to opt out of prizes and earn an extra $0.10 per box sold. Every girl in the troop must vote and agree on opting out! Patches are earned as outlined in the reward plan, but prizes or program credits are not awarded. Troops who choose this option will have to make this choice in Smart Cookies. Please refer to the Smart Cookie Guide on how to make this choice. (Or go to My Troop-->Troop Information and select the Opt-Out plan as your Recognition Plan.)

**Operation Cookie – Cookie Share**
Girl Scouts love to give back to the community and our Cookie Program is a fantastic opportunity to do that. Customers may choose to donate cookies through Cookie Share (virtual
cookie share). This program will work in tandem with Operation Cookie. Cookies purchased through the Cookie Share program will be packed and shipped from council with the help of Girl Scouts participating in the Operation Cookie program. These cookies will not be handled by the troop but will be shipped from council directly.

Troops may also choose to donate cookies to their preferred charity, but these sales will be recorded as any other sale in Smart Cookies and not counted towards Cookie Share. Troops will be responsible for the transport and tracking by variety in Smart Cookies as any other transaction.

Door-to-Door and Wagon Sales

Girls can begin to go door to door and take orders on Wednesday, January 18, 2023. Cookies must be sold for $5 per package unless Gluten free which must be sold for $6. Only 2023 cookies may be sold!

- Girls can go door to door with a wagon in any residential neighborhood in the GSCTX sales area. “Residential area” does not include commercial areas, public areas, such as parks or festivals, gun shows, apartment complexes, senior centers, or any other group living situation.
- Permission must be granted by the property manager to sell door-to-door at any apartment complex, senior center, or any other group living situation.
- Wagon sales/door-to-door sales may be conducted in commercial areas where there are not pre-existing service unit or council booths and with prior service unit permission (required).
- If you take a wagon to a public area such as parks or festivals, you must acquire proper vendor or city permissions before selling in that area.
- Wagon sales are inherently mobile. Stopping a wagon or other mobile sales device for a prolonged period turns your mobile sale into a booth and it becomes subject to the service unit booth rules.
- Sales may occur in the front yard of a Girl Scout’s private residence. If it is a private dwelling that requires permission to sell, permission must be granted by the appropriate administrative body. All homeowner's association rules must be followed during the program.

Door to Door and Booth Safety Requirements

- Troop will encourage touchless payment methods to minimize cash handling.
- Troops will clean and disinfect frequently touched surfaces and are expected to sanitize hands often.
- Individuals will limit close contact with others and maintain proper distance.
- Girl Scouts and adults will be courteous, and respectful of space and merchandise.
- GSCTX will communicate to service unit cookie managers any additional requirements closer to the start of the program.
Booth Sale Guidelines and Rules

Girl Scout booths may only occur from January 21 – February 26!

Girl Scout Daisies at Cookie Booths
- Service units will not distribute booths directly to Girl Scout Daisy troops. Girl Scout Daisy troops will partner up with their mentor troop or cookie captains for their booth sale.
- We recommend that service units distribute the booths to the cookie captains and have the Daisies bring cookies from their own troop or personal inventory.
- Girl Scout Daisies should participate for no more than one hour at each individual booth. We recommend only 30-minute shifts for first year Daisies.
- If a caregiver does not feel comfortable with their Daisy partnering with a cookie captain, then their Daisy will not be able to participate in cookie booths.
- Focus for Daisy participation in Cookie Program is to learn the Five Skills and learn how to run a business. Cookie captains are great mentors for this.

Cleanup and General Information
- Count your cookies before you start the booth – and again at the end of the booth.
- Phones should be silenced or turned off during the booth.
- Be on time for your booth. Be ready to leave when your booth time is over, so the other troop does not have to wait for you to pack up.
- If a chair is needed for an individual participating in running the booth, a written request must be submitted to the service unit cookie manager. These need to be approved by locations.
- Be sure to remove empty packages and other debris from the locations when you leave. Do not use the receptables at the booth site.
- Be sure to have an adequate supply of currency to make change. Do not approach a business for change.
- After the booth sale, adults or troop leaders should work together with the girls to evaluate the booth sale.

Don’ts of Booth Sales
- Girl Scouts are not to approach vehicles under any circumstance.
- No food/eating while at a booth. This includes adults. Non-alcoholic drinks are permitted if they are kept under or behind the table. We recommend closed containers. Clean up all spills.
- No tagalongs or friends at booths. This includes pets.
- Do not count your money while at the booth. Do it only in the privacy of your vehicle or at home.
- Do not park directly in front of the store. These spots are for store customers.

Booth Setup
- Booths may only be set up by the GSCTX, service unit booth or service unit cookie manager. If you have information about a possible booth, please turn it over to the service unit booth manager or service unit cookie manager to coordinate the agreement.
• For equitability of all, private booths are not allowed. This includes setting up on the sidewalk along any road. If a business has a booth to offer, it must be shared with the whole service unit, or it may not be utilized as a booth. As a thank you to the troop that brought the booth in, they may have one free booth slot at that location.

• If a caregiver, family friend and/or family owns a business in another service unit’s boundaries, permission from that service unit is required to host a booth there. It is up to each service unit cookie manager and service unit booth manager if they would like to allow girls from other service units to utilize family or family/friend businesses for a booth.

• If a booth is set up on the property of an organization (social club, church, etc.), all Girl Scouts who are members of that organization should be invited to participate in that booth. These booths are not as high volume as normal commercial booths, so they do not need to be opened to the entire service unit.

• Per GSUSA, cookie booths may not be set up in front of businesses that girls cannot legally patronize.

• Cookie booths cannot be operated without the direct involvement of a Girl Scout. A booth staffed only by adult volunteers is contrary to the mission of the Cookie Program.

• Cookie displays at a business are not allowed; it is contrary to the mission of the Cookie Program.

• Businesses may not promote individual links on their social media.

• Girl Scouts may not advertise on public-facing sites. Only promoting sales via Facebook profile page (set to “Friends Only”) is okay.

**Girl Staffing**

• Booths should be staffed with two girls and two adults with the following exceptions:
  
  o There can be two Daisies, two cookie captains (or mentors) and two adults at one booth.
  
  o We suggest one Daisy, one mentor and two adults.
  
  o There can be a Cadette, Senior, or Ambassador with one adult present if the service unit has enough booths for this.
  
  o Juniors may sell with one adult and one girl present if the service unit has enough booths for this.
  
  o Service units are not required to allow J/C/S/A to staff a booth with one adult and one girl, it is based on booth availability.

• Daisies should partner up with a mentor troop for booth sales. No more than two Daisies at a booth at a time and no more than one hour for each booth.

• If one of the two girls scheduled for a booth can’t come because of illness, all attempts should be made to contact the troop leader to find a replacement. If the troop leader cannot find a replacement, the Girl Scout can work with her caregiver at that booth if she is a Junior or older.

• Be sure to take with you: permission slips (if necessary), emergency medical information for all attendees, a first aid kit, water, a table and displays.

• Dress for the weather! Don’t forget hats and gloves! Not all booths will allow you to sell inside.

• The adults are responsible for the distribution of cookies and collection of money.

• All booth chaperones must be registered with a current criminal background check on file with GSCTX.

• Each Girl Scout who takes part in a booth sale must always wear her Girl Scout Membership pin and she should wear her Girl Scout uniform or other Girl Scout clothing that identifies her as a Girl Scout.
• Smile, be polite, hold a door if necessary. Say “Thank you” to every customer regardless of purchase.
• Always ask customers as they leave the business, not going in!

If problems arise during the booth sale, handle them in a dignified, courteous manner. If the problem cannot be resolved between the parties, please contact your service unit cookie manager.