

## COOKIE BOOTHS



A Cookie Booth is a public sale of cookies at a local business. By selecting cookie booth locations before the troop's initial order is due, the troop can determine how many additional cookie cases to order to meet their booth requirements.

Having a booth sale at a public store is a privilege granted to us by the local merchants. If abused, even unintentionally, it could cause all Girl Scouts to lose the opportunity for additional sales at these places of business, permanently. Please share these guidelines with all adults working at your booths.

You must have the appropriate permission from Council before your booth sales. ALL booth sales must be selected/ approved through eBudde. For location ideas that are not listed as Council Cookie Booths, please see the My Sale Booth guidelines on pages 22 - 23 of the Troop Manager Guide.

### COUNCIL BOOTH GUIDELINES:

- All booth locations are not loaded into the system at the same time; locations are uploaded as we receive confirmations from store managers. This process can take several weeks throughout January and February. **Please do not reach out to these locations for availability. Check eBudde for updates on locations that are on the Council Sponsored Booth List.**
  - **Troops/caregivers who contact Council Sponsored booths directly slow the process down for everyone and could potentially affect our relationships with those stores for the entire council.**
  - If by the end of February, you do not see a location in eBudde, it means that they have not allowed Girl Scouts to host booths at their location for the season.
- Employment at one of the cookie booth locations or knowing someone employed at one of these locations does not exempt you from following the online request system and other rules.
- We do not check every booth location, but we try and make sure that they are in safe, accessible areas. If you feel there is a problem with a booth location, please contact Customer Care.
- Multiple booths can be in the same shopping plaza. Our "rule of thumb" is that booths should not be closer than the distance between Walmart doors. Unless they are directly side-by-side, booths will be approved but we cannot always tell from the address if there is going to be a conflict. Please contact Customer Care regarding any issues. If you arrive at your booth and feel there will be a

problem, encourage your Girl Scouts (and adults) to be cooperative with the other troop while you contact the Product Sales hotline.

- Make sure you read the notes section carefully in your booth slot. Some locations have very specific rules and regulations. The first word on every booth will be either Inside or Outside so you know what you are signing up for. Assume you must always bring a table unless it states otherwise.
- Be mindful of the available space. A store that is allowing a booth in their foyer may not have space for more than a card table. While it is wonderful if your troop creates a dynamic booth display, make sure the location you choose will have the space for your creation.
- Cookie Booth at mall locations are paid for by Council; we rent the kiosk for a specified period. Please make sure you follow the listed requirements for these locations; we follow the same rules as every other vendor in the mall.
- A Walmart location may allow us to have both doors (Grocery and Home & Garden), or they may only allow one if another organization has already booked a spot. When you select a Walmart location, you are only at one door; you may not also sell at the second door even if no one else is there.
  - A Walmart booth will always be outside, due to insurance reasons. They are not allowed to let other organizations sell inside, please do not ask them.
  - This is true for other stores as well; they want to support Girl Scouts, but we need to follow their own policies and requirements. If your Girl Scouts will not be able to handle the weather, please look for an inside booth.
- Conversely, a store in a strip mall may not approve an outside booth if the owner of the location does not allow it. They will either host inside or not allow booths.
- Heinen's stores restrict troops to one booth each at their store locations. We are required to provide the troop list for scheduled booth in advance to Heinen's and a store manager may turn you away if you arrive for a second booth. Please be respectful of this policy.
- Cookies being sold at a place of business without Girl Scouts present is not allowed.
- Troops are also not permitted to pass out marketing materials for the store location at their booths; the purpose of the booth to support your troop's cookie business.