

We want everyone to have a safe and rewarding experience at cookie booths! Follow the steps below and submit this to your troop cookie manager or leader.

On my honor I will follow the rules listed below while participating at our troop's cookie booth. I will:

- Follow Volunteer Essentials guidelines for adult-to-girl ratios when participating at cookie booths and transporting girls to and from cookie booths.
- Have at least two unrelated adults, one of whom is female, present to supervise the booth at all times.
- Confirm a minimum of three but not more than five girls that are currently registered members of the troop are in the booth(s) at all times. Older girl troops (Cadettes, Seniors, and Ambassadors) may have a minimum of two girls.
- Make sure tagalongs (brothers, sisters, and friends) and other persons are not present at the booth. As a reminder, non-registered individuals are not covered by Girl Scout insurance.
- Never leave girls alone at a cookie booth.
- Dress in a manner appropriate for a Girl Scout function.
- Be prepared for the weather, protect the product, and ensure the girls are dressed accordingly.
- Have a positive attitude and speak positive, encouraging words to girls.
- Stand quietly and let girls talk to the customers.
- Encourage girls to tell customer's about their goals.
- Make sure only one girl approaches a customer at a time (avoid overwhelming customers with a large group of girls).
- Have an order card handy to reference nutritional information and ingredient list.
- Help ensure the safety of the girls and the money collected.
- Make sure moneybox is under adult supervision and out of public sight (keep it hidden).
- Confirm all participating girls, and adults handling money, are registered Girl Scouts.
- Not allow tip/donation jars/containers at cookie booths.
- Report to the store manager when arriving and leaving the store. Comply to store rules and requirements (set-up, tear down of your booth and any special instructions).
- Make sure the booth does not block a business entrance or exit.
- Not fight, smoke, carry firearms, or use profanity in the presence of girls or at a cookie booth.
- Report any suspicious people in the area to local security (if applicable).
- Be considerate of the troop scheduled before and after you. Do not arrive more than 5 minutes before your scheduled time nor stay after the time you are scheduled.
- Not start/continue selling cookies in the parking lot, from the back/trunk of any vehicle.
- Leave the site clean by taking our empty cardboard cases/packages with us. Do not leave them at the business or in the business' trash cans. Remember, Girl Scouts Leave No Trace!
- Always say "Thank You!" and thank the business manager when the troop leaves.

If someone takes money or cookies from a booth, do not attempt to physically recover the stolen items and do not allow the girls to do so. Instead, get a good description of the offender(s) and/or their vehicle(s), call 911, and alert local security (if applicable). Report any incidents to Girl Scouts of Utah. Keep girls in a safe location until parents/guardians pick them up.

### Adult Cookie Booth Conduct Contract:

As an adult volunteer of Girl Scout Troop # \_\_\_\_\_, I will adhere to the above guidelines and take full responsibility for the conduct of myself and the girls in the troop while conducting a cookie booth.

Volunteer Name (print): \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_