



2023 GIRL SCOUT TROOP COOKIE BOOTH INSTRUCTIONS & AGREEMENT FORM "MY SALES" COOKIE BOOTH

Cookie booths are a troop/group activity (not an individual girl/family activity). Troops can secure booth location(s) that do **NOT** appear in **eBudde™/Find Cookies**, are **NOT** on the **"Council Secured Businesses"** list, are **NOT "Unapproved Locations"** and adhere to the following requirements:

- Any day of the week and time of day within listed booth sale dates.
- Booths are conducted only when participating Girl Scouts are not scheduled to be in school.
- At least two (2) unrelated adults, one of whom is registered and one who is female, present to supervise the booth at all times.
- A minimum of two (2) but not more than five (5) girls that are currently registered members of the troop should be in the booth(s) at all times.

Adults/troops should NOT solicit agreements from any of following businesses and/or locations under any circumstances.

Council Secured Businesses

Dan's Market	Associated Foods	Dunkin Donuts	Fresh Market
Harmons	JOANN Fabric & Craft	Lee's Marketplace	Lin's Fresh Market
Macey's	REI	Smith's	Walmart/ Sam's Club

Unapproved Locations

- *Any residential property
- *Residential club houses
- *Breweries and liquor stores
- *Tobacco and vaper shops
- *Adult-oriented businesses
- *CBD dispensaries
- *Public street corner in a business/residential area

Step 1: Fill out "My Sales" troop booth agreement form which must include store approved signature.

Step 2: Enter "My Sales" troop booth request in eBudde™ by utilizing their signed agreement form. *(Use the business' address found on Google Maps.)*

Step 3: Email Signed agreement form to cookies@gsutah.org Your booth will not be approved until the signed agreement has been submitted to GSU.

Step 4: Once booth is approved in eBudde, troop brings to the cookie booth the completed agreement form and printout of their eBudde™ Booth Sale Signups (Current Signups) that lists approved booth sites.

This will help resolve any questions that may arise regarding permission to conduct the cookie booth. If there are two or more troops who have received permission from the location for the same date/shift, the troop listed on eBudde™ Booth Sale Signups printout has sole permission to conduct the cookie booth.

For more details regarding Girl Scouts of Utah's booth requirements, refer to the council's "TPM Cookie Manual," located on the GSU website. For instructions on how to enter "My Sales" booths into eBudde™, refer to the "eBudde™ Quick Tips" document "My Sales Booth Shifts"



2023 Girl Scout Troop "My Sales" Cookie Booth Agreement Form

As business manager, I agree to:

- Allow troops to conduct Girl Scout cookie booths **March 24 – April 8, 2023**.
- Inform other managers/departments that schedule activities at this location of the below scheduled cookie booth date(s)/time(s).

This agreement is with the understanding that girls and adults will abide by rules mandated by Girl Scouts of Utah.

Booth to be conducted: Inside Facility Outside Facility

Business name: _____

Business address: _____

City: _____ ST: _____ Zip: _____

Approved by (please print): _____

Telephone # (include area code): _____

Email Address: _____

Signature: _____ Date: _____

Special Booth Location/Requirements (if applicable): _____

Please indicate date(s) and time(s) you will allow this troop to conduct cookie booths at your location.

Shift Times	Mon	Tue	Wed	Thu	Fri		Shift Times	Sat	Sun
4 to 6 p.m.							9 a.m. to Noon		
6 to 8 p.m.							Noon to 3 p.m.		
OTHER							3 to 6 p.m.		

Troop Product Manager (TPM) needs to complete the following:

NOTE: Troops cannot secure shifts for other troops, Girl Scout Communities and/or the council.

TPM Name: _____

Troop Number: _____ Preferred Phone #: _____

IMPORTANT

Step 1: Enter information as a "My Sales" booth request(s) in eBudde™. Use the business address found on Google Maps. Send signed form to cookies@gsutah.org for approval

Step 2: Troop brings to the cookie booth:

- Printout of eBudde™ Booth Sale Signups (Current Signups) that lists approved booth sites.
- This completed My Sales Cookie Booth Agreement Form. This will help resolve any questions that may arise regarding permission to conduct the above cookie booth. If there are two or more troops who have received permission from the location for the same date/shift, the troop listed on eBudde™ Booth Sale Signups printout has sole permission to conduct the above cookie booth.