

Adult Cookie Booth Conduct Contract

We want everyone to have a safe and rewarding experience at cookie booths! Follow the steps below and submit this to your Troop Product Manager or Troop 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 two but not more than five Girl Scouts that are currently registered members of the troop are in the booth(s) at all times.
- 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 Girl Scouts 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 Girl Scouts are dressed accordingly.
- Have a positive attitude and speak positive, encouraging words to the Girl Scouts.
- Stand quietly and let the Girl Scout talk to the customers.
- Encourage the Girl Scout to tell customers about their goals.
- Make sure only one Girl Scout speaks to a customer at a time (avoid overwhelming customers with a large group speaking).
- Have an order card handy to reference nutritional information and ingredient list.
- Help ensure the safety of the Girl Scouts by having them stay behind the table and between two adults.
- Make sure moneybox is under adult supervision and out of public sight (keep it hidden).
- Confirm all participating Girl Scouts, and adults handling money, are registered Girl Scouts.
- Do 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.
- Do not fight, smoke, carry firearms, or use profanity in the presence of Girl Scout 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.
- Do not start/continue selling cookies in the parking lot, from the back/trunk of any vehicle.
- Leave the site clean by taking your empty cardboard cases/packages with you. 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 Girl Scouts in a safe location until caregivers pick them up.

Adult keep first page for you to refer back to. Sign and give second page to Troop Product Manager or Troop Leader.

Adult Cookie Booth Conduct Contract Cont.

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 Girl Scouts in the troop while conducting a cookie booth.

Volunteer Name (print): _____

Mobile Phone #: _____

Signature: _____

Date: _____