

Full guidelines can be found in the Troop Product Manager Manual

- Bring a copy of your troop booth approval email from Smart Cookies as confirmation of your booth reservation.
- Bring a table, chairs, and a green tablecloth.
- Place extra products and supplies under the table.
- Have Girl Scouts bring water bottles and snacks.
- Bring an inventory sheet and clipboard to keep accurate records of packages sold, money, and Girl Scouts attending the booth.
- Make a poster to display the troop's goal and plans for how they will use their proceeds.
- Display a pricing sign and Gift of Caring sign.
- Have Girl Scouts put away cell phones and electronic devices and be engaged with customers.
- Always mention the Gift of Caring donation program, especially to customers who may not want to purchase cookies.
- Create business cards and flyers with your troop QR code or online link so customers can order more from you later.
- Have extra cash to make change for customers. A good practice is to use a belt bag or cross body purse to keep money on your person. Be careful if you use a cash box-it's a target for thieves.
- Recycle your grocery bags into shopping bags or save the cookie cases so multiple-item buyers can carry their purchases easily.
- Bring important telephone numbers: SUPPR cell number, GSU phone number, and GSU after-hours emergency phone number.
- Take all trash with you when you leave. Do not put empty cookie cases in the store's trash can. Remember, we are guests, and they have graciously agreed to support Girl Scouts.

What happens if my troop shows up to our booth and there is another troop there?

Troops should always bring a copy of their Booth Approval email from Smart Cookies. If two troops show up at the same location, the troop scheduled in Smart Cookies has the booth and the other troop must graciously depart.

What should I do if I have a conflict with a troop leader at a booth?

Adults should always behave in a respectful and proper manner and refrain from fighting over booth sales. Girl Scouts, both girls and adults, are governed by our Promise and Law. Adults should always be a positive role model for girls at all times.

The booth location/business staff should NEVER be asked to mediate a fight between troops. If the situation cannot be resolved, all Girl Scout members need to leave the premises.

What should I do if a store manager asks me to move our booth?

Please follow all instructions from the store manager without argument, even if you don't agree with their rules/regulations. Remember, we are guests at these public locations and conducting a booth is a privilege they extend to us. Failure to abide by their requests could damage our reputation and our relationship with the store and jeopardize the opportunity to conduct future booths.