

## 2025 GIRL SCOUT TROOP COOKIE BOOTH INSTRUCTIONS & AGREEMENT FORM

Cookie Booths are a troop/group activity (not an individual girl/family activity). Troops can secure booth location(s) that do **NOT** appear in **SMART 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, both of whom are registered, have a current background check, are current on Youth Protection Training, and one who is female, are present to supervise the booth at all times.
  - Can be run as a Girl/Caregiver Booth
- 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	Smith’s	Fresh Market
Harmons	Wendy’s	Lee’s Marketplace	Lin’s Fresh Market
Macey’s	REI	Sam’s Club	Walmart

### Unapproved Locations

- \*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 the Troop-Secured booth agreement form which must include store approved signature.

**Step 2:** Enter the booth request in Smart Cookies by utilizing the locations signed agreement form. *(Use the business’s address found on Google Maps.)*

**Step 3:** Email signed agreement form to [cookies@gsutah.org](mailto:cookies@gsutah.org) Your booth will not be approved until the signed agreement has been submitted to GSU.

**Step 4:** Once the booth is approved in Smart Cookies, troop brings to the Cookie Booth the completed agreement form and printout of their Smart Cookies 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 in Smart Cookies as approved and has the 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.



# 2025 Girl SCOUT Troop-Secured COOKIE BOOTH AGREEMENT FORM

As business manager, I agree to:

- Allow troops to conduct Girl Scout Cookie Booths **March 14– April 6, 2025.**
- 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: \_\_\_\_\_ State: \_\_\_\_\_ 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) to complete the following:**

*NOTE: Troops cannot secure shifts for other troops, service units, and/or the council.*

TPM Name: \_\_\_\_\_

Troop Number: \_\_\_\_\_ Preferred Phone #: \_\_\_\_\_

**IMPORTANT**

**Step 1:** Enter information as a “Troop-Secured” booth request(s) in Smart Cookies. Use the business address found on Google Maps. Send signed form to [cookies@gsutah.org](mailto:cookies@gsutah.org) for approval

**Step 2:** Troop brings to the Cookie Booth:

- Printout of Smart Cookies Booth Sale Signups (Current Signups) that lists approved booth sites.
- This completed Troop-Secured Cookie Booth Agreement Form. If there are two or more troops who have received permission from the location for the same date/shift, the troop listed and approved in Smart Cookies Booth Signups printout has sole permission to conduct the above Cookie Booth.