

2023 GIRL SCOUT BOOTH INSTRUCTIONS & BOOTH AGREEMENT FORM

Cookie booths are a troop/group activity, not an individual girl/family activity. Troops who wish to secure their own booths must ensure that they are NOT:

- In ABC Smart Cookies or on the Find Cookies list or secured by the local Service Unit
- On the Council Secured Businesses list
- An Unapproved Location

And adhere to the following requirements:

- Booths can be held any day of the week and from 8 AM - 8 PM from March 24- April 16, 2023.
- Booths must have at least two (2) unrelated adults, one of whom is registered and one who is female, present to supervise the booth at all times.
- Booths must include a minimum of two (2) and it is recommended that 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

Walmart
Sam's Club
Albertsons
Safeway

Unapproved Locations

Businesses that girls cannot legally patronize on their own will not be approved booth locations. If you have additional questions about locations, please contact Council at customercare@gsmw.org.

Step 1: Get Booth Agreement signed and add a "Troop Secured Booth Request" in Smart Cookies with approved dates.
(Use the business' address found on Google Maps.)

Step 2: Troop brings signed agreement to the cookie booth 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 on Smart Cookies Booth Sale Signups printout has sole permission to conduct the cookie booth.

2023 Girl Scout Cookie Booth Agreement Form

As business manager, I agree to:

- Allow troops to conduct Girl Scout cookie booths on dates between **March 24 – April 16, 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 of Girl Scouts of MT & WY.

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 troops to conduct cookie booths at your location.

Shift Times	Mon	Tue	Wed	Thu	Fri		Shift Times	Sat	Sun
4 to 6 p.m.							10 AM to 2 PM		
6 to 8 p.m.							2 PM – 6 PM		

Girl Scout volunteer needs to complete the following:

Volunteer Name: _____

Troop Number: _____ Preferred Phone #: _____

IMPORTANT

Step 1: Send/Scan completed form to Council for entry or add to SU Booth Import sheet for Smart Cookies Scheduler.

Step 2: Sign up for booth in Smart Cookies.

Step 3: Troop brings to the cookie booth:

- Cookies, inventory sheets and any signage
- Credit Card App, money box and any money needed to make change

If there are two or more troops who have received permission from the location for the same date/shift, the troop listed on Smart Cookies Booth Sale Signups has sole permission to conduct the above cookie booth.