

## 2025 GIRL SCOUT BOOTH INSTRUCTIONS & BOOTH AGREEMENT FORM

Troops who wish to secure their own booths must ensure that they are NOT:

- Already in Smart Cookies™, 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 Troop Booth requirements:

- Can be held any day of the week from 8 AM - 8 PM.
- 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) girls, and it is recommended that not more than five (5) girls, and that ALL attendees must be currently registered members of the Troop and should be at 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  
Smith's Food and Drug

### ***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](mailto:customercare@gsmw.org).

**Step 1:** Get permission from the business and have them sign this form.

**Step 2:** Enter as a Troop Secured Booth in Smart Cookies for Council Approval. Indicate booth permissions to "Allow my Council to assign this booth to other Troops for appointment times my Troop cannot attend" if you would like to share additional booth slots with other Troops.

**Step 3:** Once the booth is approved, the Troop should bring to the cookie booth the completed Booth Agreement Form and printout of their Smart Cookies booth sale sign ups (current sign ups) 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 sign ups printout has sole permission to conduct the cookie booth.

## 2025 GIRL SCOUT BOOTH AGREEMENT FORM

As an authorized business representative, I agree to:

- Allow Troops to conduct Girl Scout cookie booths on dates between **March 21 – April 13, 2024**.
- 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: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Approved By (please print): \_\_\_\_\_

Telephone # (include area code): \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Special Booth Location/Requirements (if applicable): \_\_\_\_\_

**Please check the times you will allow Troops to conduct cookie booths at your location.**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="checkbox"/> 10 AM–12 PM	<input type="checkbox"/> 10 AM–12 PM	<input type="checkbox"/> 10 AM–12 PM	<input type="checkbox"/> 10 AM–12 PM	<input type="checkbox"/> 10 AM–12 PM	<input type="checkbox"/> 10 AM–12 PM	<input type="checkbox"/> 10 AM–12 PM
<input type="checkbox"/> 12 – 2 PM	<input type="checkbox"/> 12 – 2 PM	<input type="checkbox"/> 12 – 2 PM	<input type="checkbox"/> 12 – 2 PM	<input type="checkbox"/> 12 – 2 PM	<input type="checkbox"/> 12 – 2 PM	<input type="checkbox"/> 12 – 2 PM
<input type="checkbox"/> 2 – 4 PM	<input type="checkbox"/> 2 – 4 PM	<input type="checkbox"/> 2 – 4 PM	<input type="checkbox"/> 2 – 4 PM	<input type="checkbox"/> 2 – 4 PM	<input type="checkbox"/> 2 – 4 PM	<input type="checkbox"/> 2 – 4 PM
<input type="checkbox"/> 4 – 6 PM	<input type="checkbox"/> 4 – 6 PM	<input type="checkbox"/> 4 – 6 PM	<input type="checkbox"/> 4 – 6 PM	<input type="checkbox"/> 4 – 6 PM	<input type="checkbox"/> 4 – 6 PM	<input type="checkbox"/> 4 – 6 PM

If you would only like host booths on specific days, please list them here:

Dates: \_\_\_\_\_

### Girl Scout Volunteer Needs to Complete the Following:

Volunteer Name: \_\_\_\_\_

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

#### IMPORTANT

**Step 1:** Enter the Troop Secured Booth in Smart Cookies at least 48 hours in advance for Council Approval.

**Step 2:** Sign up for desired booth slots 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.