

Cookie Booth Signup Dates

Round 1	Round 2	Round 3	Round 4
Jan 12	Jan 13	Jan 15	Feb 2
Opens 1/12, 8pm Closes 1/13, 7pm	Opens 1/13, 8pm Closes 1/14, 7pm	Opens 1/15, 8pm Closes 2/2, 7pm	Opens 2/2, 8pm Closes 3/15, 7pm
3 booths total per troop	6 additional booths total per troop (9 total booths)	18 additional booths total per troop (27 total booths)	Unlimited booths
Local booths only	Local booths only	No limit on area/ location	No limit on area/ location

Troops who may need more signups than this due to their troop size please contact Tashianna Avery at tavery@gsnorcal.org

Council Secured Locations

In an effort to bring more booths to more Girl Scouts, while reducing the workload on our local volunteers, council will be working to secure the following locations:

- Wal-Mart
- Caltrain
- BART Train
- Sam's Club
- Safeway
- Lunardi's
- Wendy's*
- Trader Joes*
- Jamba Juices*
- Pizza Huts*

*Select locations only

New Booth Requirements

Under the updated GSUSA guidelines, cookie booths where Girl Scouts are supervised by someone other than their own parent or caregiver must have two registered, background-checked Girl Scout volunteers present at all times. However, if every Girl Scout at the booth is directly supervised by their own parent or caregiver, those adults are not required to be registered or background-checked volunteers. This update allows Girl Scouts to operate a cookie stand with their caregiver at any location while still being covered under Girl Scout insurance. It also makes it possible for multiple Girl Scouts to team up with their caregivers and run a booth together, offering families more flexibility while ensuring safety and compliance with national policy.

Booth Etiquette

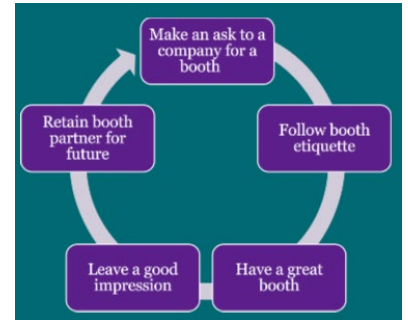
- In most cases, no more than 2 adults and 4 Girl Scouts at one booth
 - Both adults must be registered, and have LiveScan on file with GSNorCal Council if working with Girl Scouts other than her own
- No tagalongs (siblings, pets, etc.)
- Service animals are permitted at booths
- Arrive and leave on time. Start packing up before the next group is scheduled to arrive, to be respectful of their time to sell at a booth
- Girl Scouts should wear their Girl Scout uniforms, or Girl Scout clothing to identify themselves as Girl Scouts
- Girl Scouts should be polite, say please and thank you, regardless of whether they are making a sale or not.
- Adults at booths should model the same behavior.
- Booths should not block a store entrance/exit
- Check the notes on the booth to ensure there are no special rules set by that location
- Be cognizant of weather | chocolate cookies melt in direct sun, rain ruins cardboard, etc.

Safeguard cash:

- After receiving cash or making change, Girl Scouts should hand the money to an adult for safekeeping
- Keep cash box/cash bag in a safe place behind a barrier of cookie packages or on an adult's body
- Bank often
- Reduce cash transactions by offering credit card payment whenever possible

Good Impression Cycle

- This cycle allows us to continue to have booths.
- Word of mouth is huge! If a company has a bad experience, they will talk about it to their chain and others. We want it to be in our favor.
- Cookie season is meant to teach Girl Scouts entrepreneurship skills, not combative techniques.



Cupboard to Troop Transfer

- Cupboard clerks will mark the transaction approved after cookies have been picked up by the end of the day.
- Troop Cookie Chairs will then see the inventory has been moved via a Cupboard to Troop transfer in Smart Cookies via the Manage Order tab.
- Cupboards should be approving orders the same day as cookies are picked up, if this is not the case, contact the cupboard first, and if you are not successful email info@gsnorca.org, include Cupboard to Troop transfer in the subject line.

Girl Link

Use this link when a Girl Scout's personal inventory is being used at the booth

Important Notes:

- All payments collected will automatically credit the Girl Scout and cannot be transferred between Girl Scouts
- Care to Share: to help stay on top of manually entered CTS, troop can use the *Virtual Cookie Share tracking sheet* in the *Inventory Management Tool*
- TCC will credit Girl Scout for cash via the *Girl Transactions* on the *Financial Transactions* tab
- Cookies should already be credited to the Girl Scout via a troop to girl transaction

Troop Link

Use this link when troop inventory is being used at the booth

Important Notes:

- All payments collected will automatically credit the Troop
- This is the preferred method for when more than one Girl Scout is working a booth
- TCC should credit all cookies via the *Smart Booth Divider*
- Troop girl-delivered Digital Cookie
- These flow to the Virtual Cookie Booth and needs allocated at the end of the cookie program

Useful Tools for Boothing found in the Troop Guide

- [Cookie Booth Essentials](#) | [Spanish](#)
- Booth Contact Card (Printed in Troop Materials)
- [Empowered By Girl Scouts](#) (Eng/Spanish)
- [The Power of a Cookie](#)
- [How the Cookie Crumbles](#) (Eng/Spanish)