

# BOOTH GUIDE



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# Intro to Cookie Booths

## What is a Cookie Booth?

A Cookie Booth is a place where Girl Scouts sets up a table at a business or other approved public location to sell Girl Scout cookies. Only registered Girl Scouts are allowed to sell Girl Scout Cookies. Any resale or redistribution of Girl Scout Cookies is unauthorized. As with any booth sale, it is a privilege to be able to hold booths at businesses. It is imperative that Girl Scouts respect their rules and guidelines to keep the relationship positive.

## Why have a Cookie Booth?

- Girls and troops can sell a *lot* of cookies in a short period of time because they don't have to transport boxes to individual homes.
- Girls and troops can reach customers that may have been overlooked or were unreachable during door-to-door sales.
- Four out of five people will purchase Girl Scout cookies if asked, but nearly 35% of customers are never asked!
- Girls who are unable to sell door-to-door can participate in cookie booth sales.

## How do we have a successful Cookie Booth?

- Select a location with a lot of "foot traffic." Nights and weekends are generally the best times.
- Take an adequate supply of the best sellers — at least two or three cases each of Thin Mints, Caramel deLites, Peanut Butter Patties, and Lemonades plus 1 to 2 cases each of the other varieties.
- Make an attractive table display to invite customer interest. Balloons and cookie costumes are great.
- Prepare a troop goal poster and display it at your booth. Customers love to help girls reach their goals! Update the poster as boxes are sold.
- Have a donation jar for Care to Share cookies, plainly labeled.
- Make safety a priority at all booths; girls should stay away from street traffic and be dressed appropriately.

## Who to Contact?

**Girls & Caregivers:** Contact your Troop Cookie Coordinator and/or Troop Leader

**Troops:** Contact Service Unit Cookie Managers or Council Staff

General Questions regarding Girl Scouts of Northern Indiana - Michiana

Call 1-800-283-4812, option 0 or email [frontdesk@gsnim.org](mailto:frontdesk@gsnim.org)

# Health Guidelines

## GSNI-M In-Person Activity Guidance

Girls and volunteers are not required to participate in any activity. Cookie Booths are considered a Girl Scout activity. It is the sole discretion of each individual family and their comfort level with the planned activity whether they want to participate.

Always adhere to state and local guidelines.

## Booth Sanitation and Cleanliness

- Each booth table should have sanitizer accessible to troop and customers
- Each booth table should have sanitization supplies to wipe down any touchpoints between customers
- If using a bin method, bins should be sanitized between each customer
- Pens should be sanitized frequently
- Consider using face masks at a booth
- Girls and adults should use hand sanitizer between each customer
- Girls and adults should not attend a booth if they are not comfortable being there or if they themselves do not feel well
- Troop members should practice social distancing with troop members while at a booth
- Urge customers to use card transactions whenever possible instead of handling cash

## Additional Safety Measures

- Troops may build or buy a plastic barrier or sneeze guards to use at a booth. Instructions to build your own guard can be found at the end of this guide
- Girls and adults may make or buy face shields. Instructions on how to make your own face shield are at the end of this guide
- All troops must adhere to each location's specific COVID-19 protocol should they have specific requirements

# Important Dates

Beginning  
**DEC**  
**13**

Smart Cookies Booth Scheduler Lottery Selection. Troops should visit Smart Cookies **beginning Wednesday, Dec. 13** and select up to **20** booths. The lottery selections will end at **7am EST on Monday, Dec. 18**. Each troop may receive up to **7** booths from their selections (troops have potential to receive up to 7 booths; however, if all 20 selections are the most popular booth opportunities, the troop has potential to receive less than 7 booths).

Troops will be notified by email what cookie booths they have received by noon the day the lottery closes.

**The booth lottery is a chance and never a guarantee. Troops may not be awarded their chosen booths in a lottery.**

The Cookie Booth Lottery Selection will repeat on **Wednesday, Jan 3** at 7am EST and will close at 7am EST on **Monday, Jan. 8**.

Beginning  
**JAN**  
**10**

At 7am EST on **Wednesday, January 10** the Smart Cookies Booth Scheduler will be open until **Monday, January 15** for troops to secure First Come First Serve cookie booths.

Troops will be limited to three FCFS booths per cycle.

This process will repeat every Wednesday-Monday of the sale until March 10.

**JAN**  
**12**

*Troop Secured Cookie Booths* can begin **January 12, 2024** (no booths can be hosted prior to this date). Troops are allowed to secure cookie booths on their own. Troops can start entering those into [abcsmartcookies.com](https://abcsmartcookies.com) when access is granted.

**Troop Secured Booths and Council Secured Booths cannot be the same location. No exceptions.**

**MAR**  
**11**

Sale ends.

(3/10-3/15) Last days troops can schedule to pick up cookies for the 2024 Cookie Program from Fort Wayne or Camp Soni Cookie Central locations.

# Smart Cookies

## Smart Cookies

Our web-based cookie platform is called Smart Cookies. Troops will use Smart Cookies for their troop cookie management needs. All booths will be entered into Smart Cookies. Only registered members will receive access to this website. All invitations will be sent via email.

## Logging into Smart Cookies

All troop volunteers must be registered for the 2024 membership year. The volunteer will receive an email invitation to set up the Smart Cookies Account.

Scan or click the QR Code to watch a video tutorial on how to log in for the first time.



## Social Media

You may advertise your booth location on social media. Posting on public sales sites such as Facebook Marketplace, Craigslist, Amazon and eBay are prohibited. **ABSOLUTELY NO GIRL LINKS ARE ALLOWED TO BE SHARED ON PUBLIC SOCIAL MEDIA!**



# Troop Cookie Links

Each troop will have two cookie online selling links that they can share throughout the cookie program to promote preorders for delivery, pick up, or shipping of cookies. The cookies ordered using these links will post in Digital Cookie and troops must divide the cookie packages between girls in the troop in Smart Cookies using the Smart Booth Divider.

## How do troops find their Troop Cookie Links?

Troop Cookie Links are only offered by Digital Cookie and troops will have two links on their troop dashboard in Digital Cookie: There will also be QR codes built in for downloading.

### **Troop Ship Only Link:**

This link is for direct ship and donation orders only. It can also be shared by the troop if they wish for direct ship or donation orders to be divided between all girls in the troop. This is the same link that will appear in the Girl Scout Cookie Finder. There is no action required by the troop in order to participate with this. When customers enter their zip code to find cookies, it will randomly select a troop within that zip code and allow the customer to submit a direct ship order. The troop leader will need to divide the cookies to the girls in the troop. No money to collect, no cookies to deliver, just more sales for the girls and troop!

### **Troop Virtual Cookie Booth Link:**

This link is for local deliveries, pick ups, and donation orders. This link will not appear on the Girl Scout Cookie Finder. \*The Troop Cookie Link can be used to manage booth preorders, drive thru cookie booths, or curbside pickups.

### **Customer Tips:**

- Give clear pick up locations when communicating or socializing drive thru or curbside locations.
- Approve orders promptly. Troop volunteer must approve orders before transaction can be completed.
- Refunds can be issued by contacting GSNI-M if a consumer does not pick up their order.

## SAFETY:

- A troop volunteer or girl must never deliver cookie orders coming in from the Troop Cookie Link to the home of a person you do not know.
- A troop volunteer or girl must never decide to meet someone beyond your pre-established safe booth location to deliver cookies to someone you do not know. Simply reroute the customer order to a physical booth location or the Troop Ship Only link.

Check out the video tutorials about the online links.

# Lottery & FCFS Booths

## What is a Lottery Booth?

Lottery booths are GSNI-M council secured booths that are first offered in a lottery, which gives all troops a chance to win high traffic locations. After the lottery, these booths become First Come First Serve (FCFS). The lottery will run on December 13th at 7am EST. Troops are randomly selected in the Smart Cookies site. From their 20 booths selected, troops may or may not win up to 7 booths. Troops will receive a confirmation to the email listed in their Smart Cookies account if they win a booth or booths. Check the **Important Dates** page for further dates and times.

## Video Tutorial on Reserving Lottery Booths

Scan or click the QR Code to watch a video tutorial on how to reserve a Lottery Booth.



## First Come First Serve (FCFS) Booths

After the lottery, council secured booths are now considered **First Come First Serve** or FCFS. Once the lottery is complete, the Smart Cookies Booth Scheduler will be open for First Come, First Serve. Any booths not secured through the lottery will be available for troops to select on Wednesday, January 10 beginning at 7am EST. For the remainder of the sale FCFS booths will be limited to three picks per cycle (it will increase as the sale progresses). Cycles will run every Wednesday-Monday. They will close at 7am Mondays and reopen at 7am Wednesdays to begin a new cycle for the week.

**\*Tip: Booths will be added as partnerships and contracts are confirmed. New council-secured booths may be added up to the end of the sale. So check often!**

## Reserving a Council-Secured FCFS booth

Scan or click the QR to see a tutorial on how to reserve a FCFS booths.





# Troop Secured Booths

## Troop Secured Booths

Troops are welcome and encouraged to set up Troop Secured Booths. To do this, please enter your Troop Secured Booth into Smart Cookies for approval. GSNI-M needs to confirm that the booth doesn't conflict with another approved booth, is an appropriate booth, and is not already listed in Smart Cookies. Please provide accurate information about the store and the location. Use Google Maps to confirm the location name and address. GSNI-M will review and approve or deny your booth.

- There is no limit to the number of Troop Secured Booths a troop can hold. Troops will receive a confirmation email once the booth has been approved or denied. Entering a booth into Smart Cookies does not confirm the booth reservation.
- Troops will not be able to accept credit card payments unless the booth is entered and approved in Smart Cookies.
- All booths entered and approved in Smart Cookies will be available in the Booth Finder, where customers can see when and where booths will be.

## Requesting a Troop Secured Booth

Scan or click the QR Code to see a tutorial on how to enter a Troop Secured Booth into Smart Cookies.



Troops may not secure booths at any Walmart, GNC, Dunkin', JoAnn's, Lowe's, and most Rural Kings. These are set up on a council level, and are entered as council secured booths in the lottery.

## Did you know.....?

GSNI-M covers 100% of the fees associated with the credit card transactions that are processed in Digital Cookie. Another great reason to enter and have your troop secured booths approved in Smart Cookies!

# Booth Cancellation Policy

## Booth space is a privilege, not a right.

By respecting the business' rules, we maintain and ensure the positive relationship continues with that business. We try our best to note any outdoor booths in Smart Cookies. Please be prepared for cold weather and dress in layers, just in case a booth must be outside or is near an entryway.

## Booth locations may change at any time.

GSNI-M is not responsible to secure another booth for a troop if the business has a cancellation. Think outside the box and be creative.

Some customers go out of their way or drive a long distance to purchase cookies found by the Cookie Finder. If a troop is not there, it is frustrating for the customer and reflects poorly on our organization.

In the event you or your troop cannot attend a scheduled booth, it is **IMPERATIVE** that the following steps be taken:

- ◇ If the booth is **less than 3 days away**, remove your booth reservation immediately and
  - ◇ Post the booth information to the GSNI-M Volunteer Scoop Facebook group and/or your Service Unit's social media page. When you locate a replacement troop, have the new troop reserve the booth. (FCFS booths will automatically be added back into the selections during the FCFS weekly cycle.) Any issues, contact [iwantcookies@gsnim.org](mailto:iwantcookies@gsnim.org) with the details of the booth reservation. *Please note: a troop will not be able to add another FCFS booth reservation if they have already selected their limit for the weekly cycle.*
- ◇ If the booth is **3 or more days away**, remove the booth reservation in Smart Cookies so other troops will have an opportunity to select the FCFS booth and reserve it. Feel free to share the information about the booth on the Scoop or your SU group. There is no need to contact GSNI-M.

# Location Restrictions

## Council Secured Sites

Troops may not approach any of the following locations to set up a Troop Secured Booth:

- Lowes
- Dunkin'
- University Park Mall
- Glenbrook Mall
- Joann
- Rural King
- Office Depot
- Walmart / Sam's Club
- Harbor Freight
- GNC

\*Watch for ongoing booth updates on these partnerships.

## Locations with Non-Solicitation Policies\*

- Martin's
- Barnes & Noble
- Target
- Best Buy
- Homegoods
- PetSmart
- Trader Joes
- Whole Foods

\* Current policy at time of publication. It doesn't hurt to reach out to a location with a non-solicitation policy. Policies and management are always changing and could allow booths at some point in the future.

## Inappropriate Locations

In accordance with GSUSA Product Sales Guidelines, certain locations may be inappropriate for young girls based on the standards of your local community, may negatively impact the cookie program experience for girls, and/or may negatively impact our brand in your community.

**For additional clarity, girls cannot sell inside or in front of establishments that they themselves cannot legally patronize on their own (any location that is 18+ or 21+).**

This includes:

- CBD, Marijuana, or Hemp dispensaries/pharmacies
- Liquor stores
- Nightclubs

# Booth Setup Checklist

- ❑ Count cookies and money before the booth begins
- ❑ Bring health history forms for all girls present
- ❑ Folding Table
- ❑ Tablecloth
- ❑ Booth tally sheet, pens & clipboard
- ❑ Money pouch or waist apron for adult to wear
- ❑ Cash for change
- ❑ Booth confirmation email from Smart Cookies
- ❑ Keep track of cookies sold on tally sheet
- ❑ Calculator
- ❑ Goal Chart & Other Posters
- ❑ Cookie Share Donation Jar (*other donations, even for the troop, are not allowed*)
- ❑ Girl Scout uniform, Girl Scout attire or cookie costumes (*costumes may be rented from GSNI-M*)
- ❑ Weather-ready attire (ponchos, coats, hand warmers, hats, gloves, tissues)
- ❑ First aid kit
- ❑ Cell Phone or Wireless Device, and charger
- ❑ Grocery bags for large orders
- ❑ Count cookies at the end of booth for final count sold
- ❑ \_\_\_\_\_
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# Booth Setup

## Where do we set up?

Booths should be set up out of vehicle and customer traffic. Store management may have specific setup instructions. Girls should stay within one foot of the booth throughout the duration of the booth sale.

## What goes on the Table?

- Tablecloth
- Each variety of cookie
- Goal Chart
- Troop Number
- Cookie Share donation bin and flyer
- Pens & Clipboard with tally sheet and extra blank paper
- Sanitizer

## What goes Under the Table?

- First Aid Kit
- Money box (if not on an adult in a waist pouch)
- Extra warming layers/ hand warmers/ inclement weather gear
- Beverages
- Extra Cookies
- Handbags, backpacks, personal items
- Empty cookie boxes

## Touch Free Ideas

- Menu board instead of cookies
- Display QR Codes for nutritional information ([www.the-qr-code-generator.com](http://www.the-qr-code-generator.com)). Scan QR code for generator site. Enter a URL and download the QR code to place on your materials
- Money envelopes to collect money & return change in new envelope
- Plastic bags for larger purchases
- Bin or basket to transfer cookies to customer touch free



# Booth Tips

## Booth Tally Sheets

Use booth logs or tally sheets at your booth to track the number of cookies by variety that you start with and the number you end with. Tallies are good for busy work or to double-check your inventory. They should not be the only way you track what is sold at the booth.

Make note of the money you are starting with as change. Recommendation is \$50 (1-\$10, 6-\$5, 10-\$1). Have a money pouch or apron instead of a cashbox so that it is on your person and easier to secure.

The adult in charge at the booth is responsible for financial discrepancies. It is ok for a Girl Scout to handle money between the adult in charge and the customer. The adult in charge ultimately verifies and is in possession of the money before and after the Girl Scout and customer exchange.

## Want extra booth opportunities?

Check out the **Available Booth Sale Summary** report found in Smart Cookies

It can be filtered by area or location to see what booths are available.

Any available council secured booths that have not been reserved within 48 hours of it's scheduled time are available (even if the lottery or FCFS options are closed).

Do Not show up at a booth if you see the time open in the report, contact [iwantcookies@gsnim.org](mailto:iwantcookies@gsnim.org) with your troop information and the booth details. We will assign the booth to you if you are not able to do so on your own.

# Safety & Etiquette

## Booth Safety

- Cash is to be kept out of site at all times. Preferably on an adult in a zippered waist pouch. Adults should assist in handling cash transactions.
- Always have a first aid kit.
- Have a health history form for each girl present.
- If someone steals money or cookies, **DO NOT** attempt to physically retrieve the stolen items and **DO NOT** allow the girls to do so. Instead, get a good description of the offender(s), call 911 and alert store security (if available). Make sure the girls know what to do in the case of theft. Keep the girls in a safe location until caregivers can pick them up.
- Girls should never give out their names, addresses, or telephone numbers to customers.
- Booths should not be set up on a busy street, intersection, or curb.

## Ratio & Booth Attendance

- There needs to be a minimum of 1 adult and 1 girl at every booth table. If a troop is at multiple entrances, each table must have a minimum of 1 girl and 1 adult.
- Never leave the booth unattended.
- Girls can never be left alone at a booth for any amount of time or for any reason.
- Use the buddy system when using restrooms.
- Only Girl Scouts and booth specific adults should be at the booth. Additional family members, friends and pets (unless it is a service animal) should not be at the booth with the girls. Non-Girl Scout attendees are not covered under our insurance and pose a safety risk to all participants at the booth.
- Girls should stay within arm's length of the booth.

## Girl and Adult Etiquette

- Girls should be in Girl Scout uniform, Girl Scout attire, or a Cookie Costume
- Girls and adults should be clean in appearance
- Be respectful and arrive on time
- Be polite and friendly; Say PLEASE and THANK YOU to all customers.
- No running around or shouting at the booth.
- Remember to be considerate, caring, friendly and helpful to sister Girl Scouts, customers, and businesses.
- No smoking, vaping, or eating at the booth
- Girls should only use electronic devices to process cookie orders
- Approach customers as they are exiting the store.
- Girls and adults should work together to load/unload, count, and setup/tear down the booth
- Take ALL trash with you when you leave (Leave it better than you found it.)
- Customers get frustrated when they show up to a booth and there is no Girl Scouts present. Follow the cancellation guidelines if you need to cancel a booth (see page 10)
- If you have a disagreement with a store employee, you must abide by their rules, even if they ask you to leave—contact GSNI-M immediately with the details.



# Etiquette cont.

## Troop Transition

- If another troop is scheduled before you, do not crowd the booth space
- Notify the other troop when you arrive and then wait elsewhere until their time is up
  - If a troop is late arriving to take the next booth shift, the current troop may continue selling until the other troop arrives – customers are expecting Girl Scouts to be at the booth according to the schedule in Smart Cookies.
- Begin packing up your booth up to 5 minutes prior to your end time; NEVER stay past your assigned booth time when another troop is waiting to set up.
- If you cannot complete your final counts prior to your end time, quickly move to the side so that the arriving troop can setup while you finish.
- Do NOT argue with another volunteer or store employee—step away from the booth to discuss any issues and/or immediately notify GSNI-M.
- Do NOT ask a store manager or employee to mediate conflict between troop volunteers, contact GSNI-M immediately with any issues.
- If two troops arrive at the same booth at the same time, the troop with the approved booth confirmation email has priority. In the event that both troops have a confirmation email, double-check the date, time, and location are correct. The troops should calmly work together to find a solution that is satisfactory to both troops. Notify GSNI-M if this occurs with the details.

## Handling Difficult Situations

- If a customer make a comment about something unrelated to purchasing cookies, do not engage them in an argument. It is best to ignore the comment.
- If they persist, politely tell them you do not discuss sensitive topics in front of children and that they should contact the GSNI-M office to discuss their concern.
- If the situation escalates, ask a store manager to intervene and then email GSNI-M with the details at [frontdesk@gsnim.org](mailto:frontdesk@gsnim.org).



# Smart Booth Divider

## Smart Cookies Smart Divider

The Smart Booth Divider is a great tool to help you transfer boxes sold at a cookie booth to the girls who participated at the booth. This is also great for transferring Cookie Share donations at cookie booths to the girls who participated in the booth.

### Quick Tutorial:

- Log on to Smart Cookies
- From your troop dashboard, hover over **Booths** and select My **Reservations**.
- Select the booth that you would like to record sales for.
- Click the 3 dots to the right, and select **Smart Booth Divider**.

STATUS	QTY SOLD	TOTAL \$
AP	Booth Details	Smart Booth Divider
		Remove Reservation

## Scan or click the QR Code to watch these very helpful Smart Divider tutorials:

Distribute Cookies for Each Booth with Smart Booth Divider (Option 1)



Distribute Cookies at End of Sale with Smart Booth Divider (Option 2)



Smart Booth Divider-Editing or Deleting a Transaction



# FAQ

## How do I log into Smart Cookies as a Troop Leader?

Troop leaders will receive an email inviting you to log in to Smart Cookies. All Smart Cookies users must be a registered member of Girl Scouts of Northern Indiana-Michiana, have a current background check, and have completed the Volunteer Agreement form for the current year. Ensure you are registered for the 2024 membership year by logging in to your MyGS account and viewing your registration. Double check the email in your MyGS account and the email you are checking for your access email. If you are a registered member, follow up with council to see if you might be missing a current background check or the Volunteer Agreement form.

## How do I log into Digital Cookie as a Caregiver?

Caregivers will receive an email inviting you to log in to Digital Cookie beginning January 7, 2024. All Girl Scouts must be a registered member of Girl Scouts of Northern Indiana-Michiana and have completed a Girl Permission form for the current year. Ensure you are registered for the 2024 membership year. You may check your membership status by logging in to your MyGS account and viewing your registration. Double check the email in your MyGS account and the email you are checking for your access email. If you are a registered member, follow up with GSNI-M to see if you might be missing the Permission form.

## Who to Contact?

**Girls & Caregivers:** Contact your Troop Cookie Coordinator and/or a Troop Leader

**Troops:** Contact your Service Unit Cookie Coordinator or [frontdesk@gsnim.org](mailto:frontdesk@gsnim.org)

**Service Unit Coordinators:** Contact GSNI-M at [frontdesk@gsnim.org](mailto:frontdesk@gsnim.org)

All questions regarding Girl Scouts of Northern Indiana-Michiana  
1-800-283-4812 option 0 or [frontdesk@gsnim.org](mailto:frontdesk@gsnim.org)

## How do I enter a booth?

Troop Cookie Coordinators can enter Troop Secured Booths by logging in to Smart Cookies. Hover over **Booths** and click **Troop Secured Booths** from the dropdown. Please refer to page 9 in this guide for more information or view the Safety & Training tab in Smart Cookies.

## When can we start having booths?

Troops can begin entering booths into Smart Cookies when they gain access to the system. But booths cannot occur until **January 12th**. These booths are considered Troop Secured when Troop Cookie Coordinators set up booth locations on their own. Please refer to the Important Dates and Troop Secured Booths pages for more information regarding Troop Secured Booths.

## What is the ratio for booths?

Safety is our number one priority. Troops may have a 1:1 adult/girl ratio, however a girl of any age can never be left alone at a booth for any amount of time. Adults must be with the girls at all times throughout the duration of the booth no more than 6ft from the girl. If 2 or more girls are present that are not related, a 2nd adult must also be present. For example, a parent of 2 Girl Scout siblings may all be present at a booth, however 2 Girl Scouts from 2 households must have 2 adults present. Daisy and Brownie drive thru booths require an additional adult to remain with the girls throughout the duration of the booth.

# Glossary

**Council Secured Booths:** Booths that GSNI-M staff secure at a council level. These booths are entered into the Lottery and then become First Come First Serve.

**FCFS:** Also called First Come First Serve booths. FCFS booth selection begins after the lottery.

**IRG:** Independently Registered Girl Member, a Girl Scout not participating in a Troop.

**Troop Secured Booth:** Booths that troops are encouraged to set up on their own at locations they secure on their own and that are approved by GSNI-M.

**Location Restrictions:** Any location that is Council Secured, and any location that a girl cannot legally enter.

**Etiquette:** Guidelines that allow us to have the best booth experience for girls, customers and businesses that are allowing booths.

**ABC Smart Cookies:** The official platform for the Girl Scout Cookie Program powered by ABC Bakers. [abcsmartcookies.com](http://abcsmartcookies.com)

**Digital Cookie App:** The official app for Digital Cookie available for Android and iOS devices.

**Service Unit:** The area you live represented by a 3 digit number. Sometimes Service Units may consist of multiple counties and sometimes counties consist of multiple Service Units.

**Booth Divider:** A section in Smart Cookies where troop cookie coordinators or troop leaders can assign girls certain quantities of cookies they sold at a booth sale.

**Troop Cookie Coordinator:** A volunteer that manages all parts of the cookie program for a specific troop. This volunteer will be the one to ask about program materials, booked booths, financials and cookie program reports.

**Troop Virtual Booth Cookie Link:** A way for customers to order and pay online for cookies that the troop can deliver later, or customers can pick up cookies at a designated location, such as a booth.

**Troop Ship Only Link:** Customers can order online to have cookies shipped directly to them.

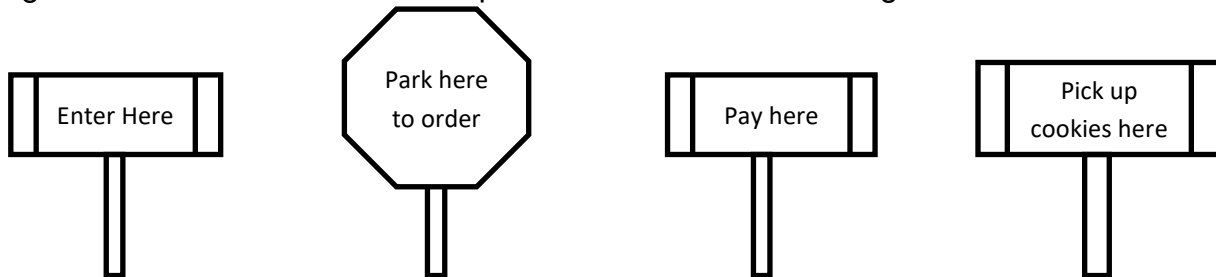
# Drive Thru Booths

## How to conduct a drive thru booth:

A location ideal for a drive-thru booth could be a business lot, an open lot or large location you could set up a driving path. Make sure it's easily accessible by car and that it can be seen from the road. This is also a great way to conduct a contact free booth. Just like a regular booth, you will need to get permission from the owner to be there, enter it into Smart Cookies and have the booth approved before conducting the booth.

## Setup:

Set up your booth and mark out an area where customers should drive up to or park. Make sure you have plenty of signs or even an extra adult to help direct customers where to go.



Consider using stations to limit exposure to others. Utilize digital payment features on Smart Cookies.

## Ratio:

No more than 4 girls at drive thru booths. Girls may never approach a vehicle alone. Girls must stay behind their booth table or in a designated area away from moving vehicles. A minimum of 2 adults are required at every drive thru booth. Daisy and Brownie troops require an additional adult to stay with the girls in their designated area, while additional adults approach vehicles.

**All drive thru booths must be entered into Smart Cookies just like any other booth. Enter “Drive Thru” in the Location Information.**

Scan or click the QR code for an online video tutorial of drive thru booths



# Drive Thru Booths

## SAFETY

**Safety is our number one priority. During Drive Through Booths, safety measures must be increased. Please abide by the following rules. Failure to follow the rules below could result in an unsafe environment for girls.**

### Location Guidelines:

- Drive through sites must have adequate space for table setup and traffic flow.
- Drive through sites must not interfere with public traffic flow
- Drive through sites must not interfere with neighboring business parking

### Location Ideas:

- Mattress stores
- Paint stores
- Church parking lots
- Vacant store lots
- Gas Stations / Convenience Stores
- Outlying mall parking spaces
- Medical offices

### Restrictions:

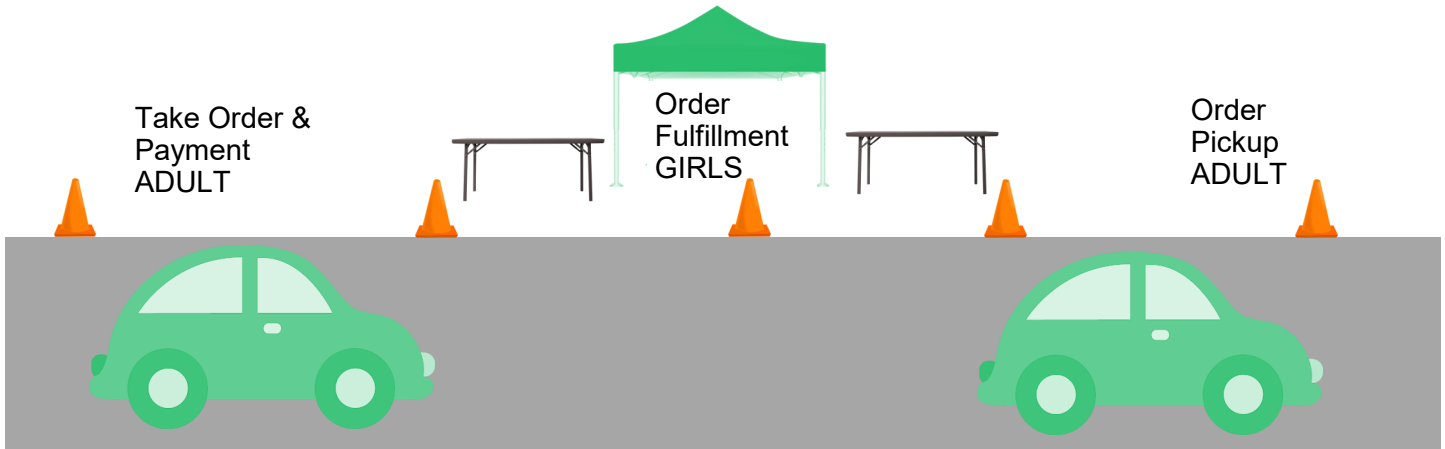
- Drive through booths cannot be held after dusk.
- Girls cannot approach a vehicle alone at any time regardless of age and drive thru setup

### Ratio:

- Drive through booths may need to have additional adults depending on booth setup
- Girls must stay behind the table, safely out of drive through traffic flow.
- Daisy and Brownie troops must have an additional adult that must remain at the table with girls throughout the duration of the booth, plus additional adults to approach vehicles.
- Additional adults should be present to take payment, distribute orders to pickup location, and to guide traffic.
- Should a girl need to leave their table for any reason, two girls (buddy system) and one adult must accompany girls.
- Junior to Ambassador may conduct a drive thru booth with 2 adults or more.

# Drive Thru Booths

## Straight Drive Thru Setup:



## Steps:

1. Cars enter lot—ensure ample space for cars waiting
2. Customer places order with adult.
3. Adult takes payment with Smart Cookies app
4. Adult tells girls what the order is—this is a great role for an additional adult. They can communicate orders with order fulfillment center
5. Girls fulfill order
6. Adult gathers order from fulfillment
7. Adult gives customer their order—this could be contact free in trunk or back seat. Or the adult can utilize the bin technique.

## Signage :

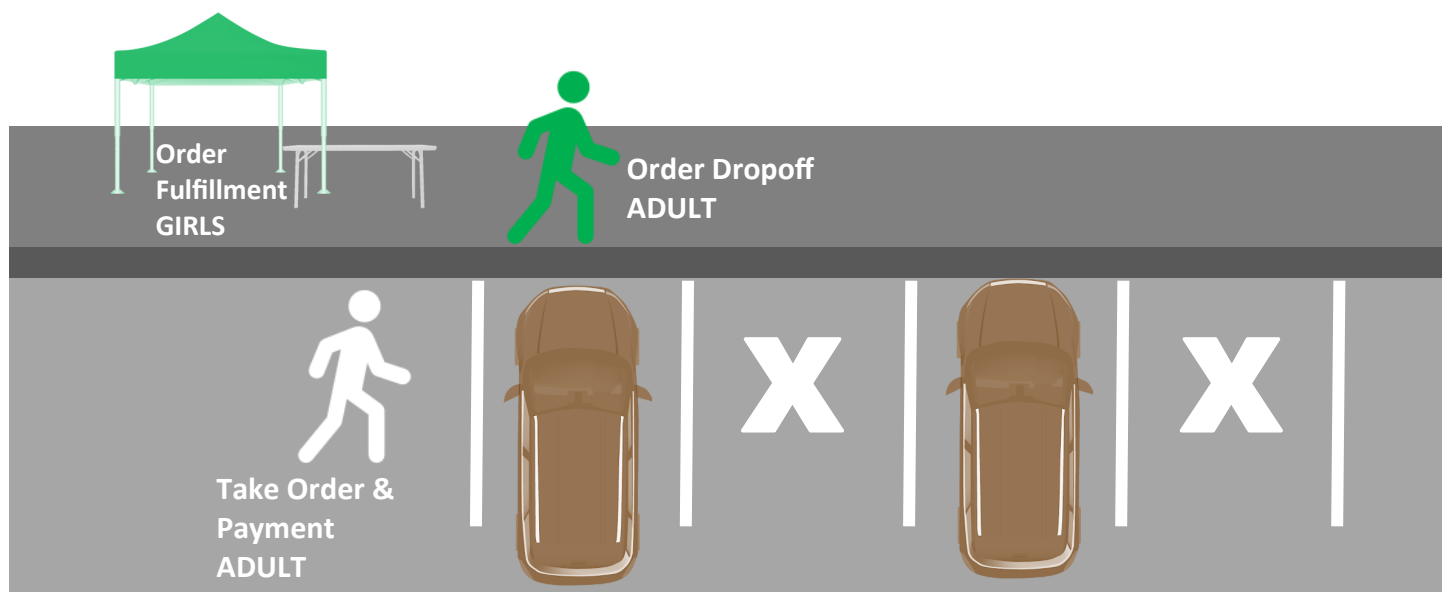
1. Enter
2. Stop (order placement)
3. Drive Forward
4. Stop (order pickup)
5. Exit
6. Thank You
7. Troop Sign
8. Safety cones or improvised barrier for traffic flow and to rope off girl area

## Safety:

- Girls must remain in fulfillment area throughout the duration of booth
- Only adults may approach vehicles
- Additional adults must be present for Daisy and Brownie booths. 1 Adult to stay with girls and 2 adults to approach cars
- Cars must never impede traffic or business parking

# Curbside Booth

## Curbside setup:



## Steps:

1. Cars enter parking spot
2. Adult takes order or takes name for pickup
3. Adult processes payment
4. Adult brings order to girls
5. Girls prepare order
6. Adult brings order to customer

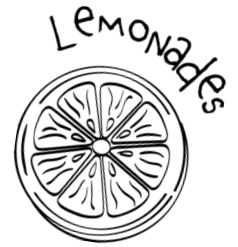
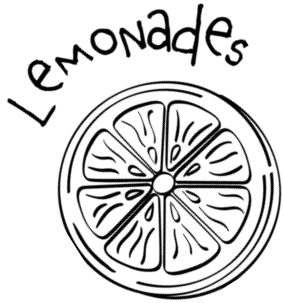
## Signage :

1. Enter
2. Park Here for Order Pickup
3. Park Here to Place Order
4. Thank You
5. Troop Sign
6. Safety cones or improvised barrier to rope off girl area

## Safety:

- Girls must remain in fulfillment area throughout the duration of booth
- Only adults may approach vehicles
- Additional adults must be present for Daisy and Brownie booths. 1 Adult to stay with girls and 2 adults to approach cars
- Cars must never impede traffic or business parking
- Mark off alternating parking spots to maintain social distancing while approaching vehicles

# Lemonade Stands



## What is a Lemonade Stand?

Lemonade style stands are small scale booths usually in your neighborhood. Neighborhood lemonade stands, like Walkabouts, can be held by one girl and one adult.

## Where can we set up a Lemonade Stand style booth?

Set up your lemonade stand in your front yard or a central location in your neighborhood and invite neighbors to drop by.

Share your “open” times and location with your community and on personal social media\*.

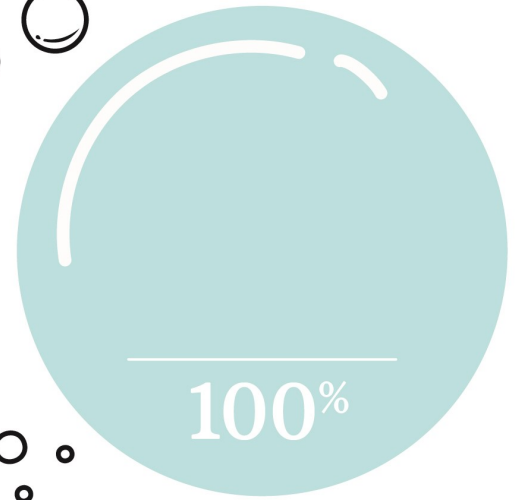
**Do not** enter your lemonade stand as a booth since that information is shared publicly. Lemonade stands should be for your neighborhood only. For safety and security, we want to keep all girls’ personal information like full name, address, phone and email anonymous.

Ensure you have proper permissions from your neighborhood or homeowner association prior to setting up any public booth.

\*Do not share on public social media. Do not share on personal social media if you are uncomfortable sharing your personal information.



# OWN YOUR magic



Troop#

Girl Scout  
Cookie Goal



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# Cookie Booth Tally Sheet

Troop \_\_\_\_\_ Date \_\_\_\_\_

Time \_\_\_\_\_ Location \_\_\_\_\_



Cookie Selection	Adventurefuls	Toast-yay!	Lemonades	Shortbread	Thin Mints	Peanut Butter Patties	Caramel delites	Peanut Butter Sandwich	Caramel Chocolate Chip
Beginning Inventory									
Ending Inventory									
Total Packages Sold									

Names Girl Scouts & Adults	Start Time	End Time	Total Hours Worked	Cookies Credited

Donations	
-----------	--

Ending Cash	
(-) Starting Cash	
(=) Amount Received	

Please return the completed form to the troop cookie chair by \_\_\_\_\_.

# Cookie Booth Tally Sheet

Troop \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_



Cookie Selection	Adventurefuls	Toast-yay!	Lemonades	Shortbread	Thin Mints	Peanut Butter Patties	Caramel deLites	Peanut Butter Sandwich	Caramel Chocolate Chip
Beginning Inventory									
Ending Inventory									
Total Packages Sold									

Names: Girl Scouts & Adults	Start Time	End Time	Total Hours Worked	Cookies Credited

Donations	
Ending Cash	
(-) Starting Cash	
(=) Amount Received	

Please return the completed form to the troop cookie chair by \_\_\_\_\_