

USAGSO Do's & Don'ts For a Great Girl Scout Cookie Program

These “do's & don'ts” will help keep girls and money safe. It will also help ensure a healthy, happy and successful Girl Scout Cookie Program Booth Sale.

Girl Do's

- Do** remember that you are a representative of Girl Scouts and that your behavior at Cookie Booths reflects on all of Girl Scouting.
- Do** be safe always!
- Do** be knowledgeable about the Girl Scout Cookie Program.
- Do** be polite and friendly.
- Do** stay out of the doorways and walkways of the place of business (stay behind the table).
- Do** say THANK YOU to all customers.
- Do** know what your troop will do with troop proceeds.
- Do** be identifiable as a Girl Scout by wearing a membership pin, official uniform, tunic, sash, or vest, or other Girl Scout clothing.
- Do** dress appropriately for the weather.
- Do** practice the “buddy system” if leaving the booth for any reason.
- Do** have girls make all sales, except in cases where adults are helping Daisies handle money.

Adult Do's

- Do** operate booth only for the time and date arranged - another group may be preceding or following your sale.
- Do** be safe at all times with regard to the girls and the money. Nothing is more important than girl safety. **We ask volunteers to follow local and base safety guidelines. If one set of guidelines is stricter than another, adhere to the most stringent guidelines.**
- Do** make sure that all participating girls are currently registered Girl Scouts. At least one adult at the booth must also be a registered Girl Scout member.
- Do** make sure that when Girl Scouts operate a booth at or in a store, mall, or other public place, adults must be present at all times.
- Do** remember that you are a representative of Girl Scouts and that my behavior at Cookie Booths reflects on all of Girl Scouting.
- Do** arrange with your Cookie Manager to have an adequate supply of cookies for the booth. Be sure to count boxes before and after your booth sale.
- Do** remember to act as a Girl Scout if any confusion occurs between troops. Remember you are all volunteers. A different site can always be found –angry words cannot be taken back.
- Do** bring your own tables and chairs.
- Do** take extra change with you.
- Do** have girls wear uniforms or Girl Scout pin with neat school clothes.
- Do** follow the requests of store managers.
- Do** present an attractive booth; cover the table, display a variety of cookies, use goal posters or have girls make their own signs. Consider displaying activities your girls have participated in during the year.

Adult Do's Continue

- Do** monitor girl behavior closely. Girls should be quiet and mannerly at all times. They should not leave the booth area to approach store customers and never enter the store to do so.
- Do** respect each retailer's policy regarding cookie booth procedures.
- Do** help girls count money accurately.
- Do** send a "thank you" note to the store manager.
- Do** take a money box and change (about \$110 in change consisting of: \$20 – quarters; \$40 – one's; \$20 – five's; \$30 – ten's) and euro, lira, Yen, Won and GBP note depending on your location.
- Do** ensure that you have adequate space at the booth (table, products, and girls) to allow safe passage by pedestrians, bikes, and cars.
- Do** respect the surrounding businesses by making sure your booth isn't blocking a store entrance or exit.
- Do** attract customers with colorful signs.
- Do** remind girls to be polite and to have their sales pitch ready for interested shoppers.
- Do** be especially careful with the money box; make sure it's under adult supervision and out of public sight. Arrange for cash to be removed from the site periodically. When you do travel with money, have someone accompany you to your vehicle and/or the bank.

Girl Don'ts

- Don't** eat, drink or chew gum at the booth.
- Don't** take "pre-orders" or sell cookies door-to-door. Girl Scout Cookies are ONLY sold in booths in US military installations. Violation of this puts the entire Girl Scout Cookie Program at risk for future sales. (Excluding the US Virgin Islands and Northern Mariana Islands)
- Don't** chase after potential customers. Stay in booth area.
- Don't** ask a customer more than once to purchase Girl Scout cookies.
- Don't** leave trash behind. Clean up after your sale. Girl Scouts always leave a place better than they found it!

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- Don't** leave girls alone at the booth.
- Don't** have fewer than 2 adults at a booth.
- Don't** have more than 4 girls at a booth. Schedule shifts if needed.
- Don't** allow a girl to participate without a signed permission form and contact numbers.
- Don't** over-estimate your cookie needs. Be conservative if it's your first time or you are unsure of the site. Remember that Thin Mints and Samoas are top sellers.
- Don't** bring young siblings to the booth site. Siblings can make it very difficult to give your full attention to the booth and the Girl Scouts you are there to supervise. Only registered Girl Scouts are insured. Work with fellow volunteers to develop a sibling watching option.
- Don't** eat, drink, chew gum or smoke at the booth.
- Don't** walk out to a vehicle to sell cookies.
- Don't** forget to act in a mature manner if a problem situation arises. Remember that the girls are watching you.
- Don't** let the cookies suffer from weather, keep them well protected.
- Don't** let the girls run around or block the entrances or exits.
- Don't** leave cash in an open, unsupervised area. Periodically secure large sums.
- Don't** forget to account for all cookies and monies during the booth sale with your Cookie Manager. Get signed receipts whenever cookies or money changes hands.
- Don't** leave trash behind. Clean up after your sale. Girl Scouts always leave a place better than they found it.