

2023 Booth Safety & Caregiver Agreement

Ratio & Booth Attendance

- There needs to be a minimum of 2 adults and 2 girls at every booth table for all Daisy, Brownie, and Junior troops. If a troop is at multiple entrances, each table must have a minimum of 2 girls and 2 adults.
- Cadettes, Seniors, and Ambassadors can hold booths with 1 girl and 1 adult however, Council recommends a 2:2 ratio for safety reasons at all booths.
- 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 adults should be at the booth. Additional family members, friends and pets (unless it is a service animal) must 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.

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 takes 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 parents/guardians pick them up.
- Girls should never give out their names, addresses, or telephone numbers to customers.
- Booths must not be set up on a busy street, intersection, parking lot, or curb.
- All Girl Scouts at booths must remain within 1 foot of the cookie booth table at all times.

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Etiquette

- Do not ask the store manager to mediate conflicts between troops; please contact your Area Booth Coordinator, Area Cookie Coordinator, or Regional Cookie Manager if there is any confusion concerning the booth.
- Begin packing your booth up 10 minutes prior to your end time; never stay past your assigned booth time when another troop is waiting to set up.
- Troops can continue to take sales while packing up until their booth time expires.
- If two troops show up at the same booth, the troop with the approved booth email has priority. In the unlikely event that both troops have a report for the same booth (check to make sure date, time and location are correct) the troops should calmly work together to find a solution that is satisfactory with both troops. Contact your Area Cookie Coordinator or Area Booth Coordinator if this occurs.
- Be polite and friendly; Say THANK YOU to all customers.
- No running around or shouting at the booth.
- No playing music at booths.
- Remember to be considerate, caring, friendly and helpful to sister scouts, customers and businesses.
- No smoking or eating at booths.
- Approach customers as they are exiting store.
- Always cancel a booth if you cannot attend. Customers get frustrated when they show up to a location and there is no booth present.

By signing, you agree that you have read and agree to the booth safety and etiquette guidelines.

Troop _____ **Name** _____ **Signature** _____