

Booth Setup Checklist

Booth Checklist

- ▣ Count cookies and money before the booth begins
- ▣ Bring health history forms for all girls present
- ▣ Table & chairs
- ▣ Tablecloth
- ▣ Booth record sheet, pens & clipboard
- ▣ Cash box or waist pouch for adult to wear
- ▣ Cash for change
- ▣ Booth confirmation email (also in your eBudde app!)
- ▣ Booth Record sheet (on website Cookie Resources page)
- ▣ Goal chart
- ▣ Hometown Hero/Gift of Caring sign (**donations for any other purposes, even for the troop, are not allowed**)
- ▣ Troop number displayed
- ▣ Girl Scout attire or cookie costumes
- ▣ Weather ready attire (ponchos, coats, hand warmers, hats, gloves, boots, tissues)
- ▣ First aid kit
- ▣ Wireless phone or device charger
- ▣ Personal protective equipment and hand sanitizer
- ▣ Snow shovel, sand, rock salt might be needed to clear and create traction on snowy/icy ground

Pro tip: note transactions on [Booth Record sheet](#) and count cookies before and after.

1/2020 Update: Troop volunteers, parents/caregivers at booths - you may get questions about palm oil in Girl Scout cookies. Review the [GSUSA resource](#) for adults and girls to help answer questions.

Booth Setup

Where Do We Set Up?

Booths should be set up fifteen feet from the entrance of the store, distanced from vehicle and customer traffic. Store management may also have specific setup instructions to follow. Girls should stay close to the booth throughout the duration of the booth sale.

What Goes On the Table?

- Tablecloth
- Each variety of cookie or use cookie menu board
- Goal chart
- Troop number
- Hometown Hero/Gift of Caring donation signage
- Pens and clipboard with tally sheet and extra blank paper
- Hand sanitizer
- Tabletop shield/sneeze guard (DIY instructions near the end of this guide)



Go to the GSCO Cookie Resources page for booth materials to print - incl. the cookie menu board and social distancing signs

What Goes Under the Table?

- First aid kit
- Money box (if money is 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

Minimize Contact Ideas

- Use cookie menu board instead of putting lots of cookies on display.
- Add QR codes for nutritional information to signs (www.the-qrcode-generator.com)
- Use envelopes to collect money and return change in new envelope
- Bin or basket to transfer cookies to customer touch free
- Save bags to use for cookie transactions

Social Distancing

How To Conduct a Socially Distanced Booth:

Please practice social distancing when interacting with customers. Please do not attend a booth if you are uncomfortable in doing so or if you do not feel well.

- Wear a mask
- Wash hands frequently with soap and water and/or use hand sanitizer
- Stay six feet away from customers
- Utilize credit card transactions as much as possible
- Follow your community's social distancing guidelines
- Don't touch your face

Bring masking tape, cones, or some sort of line marker to show where customers should stand.

If you have a rectangular table, consider using it lengthwise rather than horizontally.



Ratio

*To maintain social distancing, it is recommended that there only be two adults and two girls at each booth table.

Troops may rotate girls throughout their booth shift to give more girls an opportunity to attend a booth.

*These ratio recommendations are guidelines. Number of girls/adults at any booth depends on what works best for the set-up/location. Also, consult current state/county/local coronavirus/COVID-19 guidelines, re: total number of group and households. *For example:* no more than 10 girls/adults from no more than 2 households.

Tools

Get creative. Use a box or bag system to hand off cookies and payment methods.

- Bag: Place cookies in bag and place on the table. Back away and let the customer collect the bag.
- Box: Place the cookies in a box or bin and let the customer pick up their cookies out of the box. You may also use a tool to slide the box toward the customer.

Signs

- Post appropriate signage at each booth to alert customers about social distancing instructions.
- Post mask sign to alert customers that they must wear face coverings while at a booth.

Safety & Etiquette

Ratio & Booth Attendance

- *There needs to be a minimum of two adults and two girls at every booth table; except, girls in a troop or Girl Scout Juliettes can sell cookies with their own parent/caregiver.
- 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 supervising adults should be at the booth.

*These ratio recommendations are guidelines. Number of girls/adults at any booth depends on what works best for the set-up/location. Also, consult current state/county/local coronavirus/COVID-19 guidelines, re: total number of group and households. For example: no more than 10 girls/adults from no more than 2 households.

Booth Safety

- Cash is to be kept out of sight 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 and 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 police and file a report. Alert store security (if available) as well. Also contact GSCO at inquiry@gscolorado.org or 1-877-404-5708. See TCM guide, page 14.
- 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.

Etiquette

- Do not ask the store manager to mediate conflicts between troops; please contact your service unit cookie manager (SUCM) if there is any confusion concerning the booth.
- If two troops show up at the same booth location, the troop with the approved booth confirmation has priority. If both troops have a report for the same booth (double-check date, time and location), the troops should calmly work together to find a solution. Also notify GSCO inquiry@gscolorado.org.
- Remember to be considerate, caring, friendly and helpful to sister scouts, customers, and businesses.
- Be polite and friendly; Say THANK YOU to all customers.
- Approach customers as they are exiting store.
- No running around or shouting at the booth.
- No smoking or eating at booth.
- Begin packing your booth up 15 minutes prior to your end time; never stay past your assigned booth time when another troop is waiting to set up.
- Always cancel a booth as soon as can if you cannot attend. Another troop can pick it up!