

## COOKIE BOOTHS

### OVERVIEW:

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 other sales methods.

**FACT-** Four out of five people will purchase Girl Scout cookies if asked, but nearly 35% of customers are never asked!

### TYPES OF BOOTHS:

- **Traditional**  
These locations happen where girls sell cookies to customers visiting a store that has agreed to support Girl Scouts Cookie Sales. These may be secured by council and available to everyone or your troops connections where an agreement is made for only your troop to sell.
- **Drive Thru**  
You may find a location ideal for a drive through booth. This could be a business lot, an open lot or large location you could set up a driving path. This is also a great way to conduct a contact free booth.
- **Prepay & Curbside Pickup**  
Secure your curbside booth location, such as your local library, school, or church parking lot. Be creative considering locations and opt for customer convenience. This is also a great way to conduct a contact free booth.

\*\*\*For any kind of booth you will need to get permission from the owner to be there, enter it into Ebudde "My Sales" and have the booth approved before conducting the booth. All booths must be submitted and approved in Ebudde before they happen.

### BOOTH SANITATION & CLEANLINESS:

- Each booth table will need to have sanitizer accessible to troop and customers
- Each booth table will need to have sanitization supplies to wipe down any touch points between customers
- If using a bin method, bins need to be sanitized between each customer
- Pens should be sanitized frequently
- Masks will need to be worn at all times 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
- Girls and Volunteers should practice social distancing while at a booths

## HOW TO CONDUCT A SOCIAL 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 or Face Shield
- Wash hands frequently with soap & water or use hand sanitizer if soap & water is unavailable
- Stay 6 feet away from customers
- Utilize credit card transactions as much as possible (New Credit Card capture feature in the Digital Cookie Mobile App)
- Follow your community's social distancing guidelines
- Avoid touching your face
- Bring masking tape, cones, or some sort of line marker to show where customers should stand.
- Post appropriate signage at each booth to alert customers of social distancing instruction and 6ft rule.
- Post mask sign to alert customers that they must wear face coverings while at a booth
- If you have a rectangular table, consider using it lengthwise rather than horizontal (space permitting)
- Follow safe booth Ratios To maintain social distancing, it is recommended that there only be 2 adults and 2 girls at each booth table. No more than 4 girls should be at a booth. A business may request only a certain number of people at a booth. Troops should follow the location's guidance as long as it fits within the girl to adult minimum ratio for the age group. Troops may rotate girls throughout their booth shift to give more girls an opportunity to attend a booth.



## ADDITIONAL SAFETY MEASURES

- Troops may build or buy a plastic barrier or sneeze guard 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.
- Be Creative use a box or bag system to hand off cookies and payment methods creating a Contactless transaction.
  1. Bag: Place cookies in bag and place on the table. Back away and let the customer collect the bag.
  2. Box: Place the cookies in a box or bin and let the customer pick up their cookies out of the box.
  3. You may also use a tool to slide the box toward the customer.

## TIPS FOR A SUCCESSFUL COOKIE BOOTH

- Select areas with high foot traffic
- Have adequate inventory
- Wear Girl Scout uniform/Attire
- Make a fun eye-catching table display/poster including
  1. **Your goal and progress**
  2. **What you are using your earnings for**
  3. **Why you are a Girl Scout**
  4. **Your Girl Scout level**
  5. **What skills you have learned in the Cookie Sale**
  6. **Your Troop number**
- Display your Digital Cookie Link or QR Code
- Make sure customers know about the varieties
- Have a donation jar for Operation Cookie Drop and ask each sale
- Have a take away card with your link for them to share with friends or refill later
- Ask every potential customer and thank them either way
- Use signs and cookie costumes
- Visit Little Brownie for fun eye catching signs

Little Brownie Link: <https://www.littlebrowniebakers.com/>

## USING GIRL &/OR TROOP DIGITAL COOKIE LINKS

NOTE: You can use the Troop or Girl Link to promote touchless transactions at your regular booths! Share the link on-site by:

1. Sharing the link with customers via text or email.
2. Posting it on a large sign at your booth
3. Using the QR code from Digital Cookie or Creating a free QR code ([the-qrcode-generator.com](https://www.the-qrcode-generator.com)) and post the code for customers to scan

Once the customer opens the link, they can order and pay with credit card. The troop volunteer approves the order, and the girls can set the cookies on the table for the customer to pick up.

## TOUCH FREE & CLEANABLE SURFACE IDEAS

- Cookie Menu Board
- QR Code Display
- Money Envelopes to collect money
- Bin or basket to transfer Cookies
- Laminated Cookie Menus

## BOOTH CHECKLIST

- Cookie Inventory - Count Cookies and Money before booth begins
- Have Health History Forms for all girls present
- Table & Chairs
- Tablecloth
- Booth Tally Sheet
- Pens & Clipboard
- Cash box or Money bag
- Change
- Calculator
- Goal Chart/ Poster
- Operation Cookie Drop Jar/Signage
- Appropriate weather attire
- First Aid kit
- Simple snack & Water
- Safety PPE items (Mask/shield sanitizer, disinfectant wipes/spray)

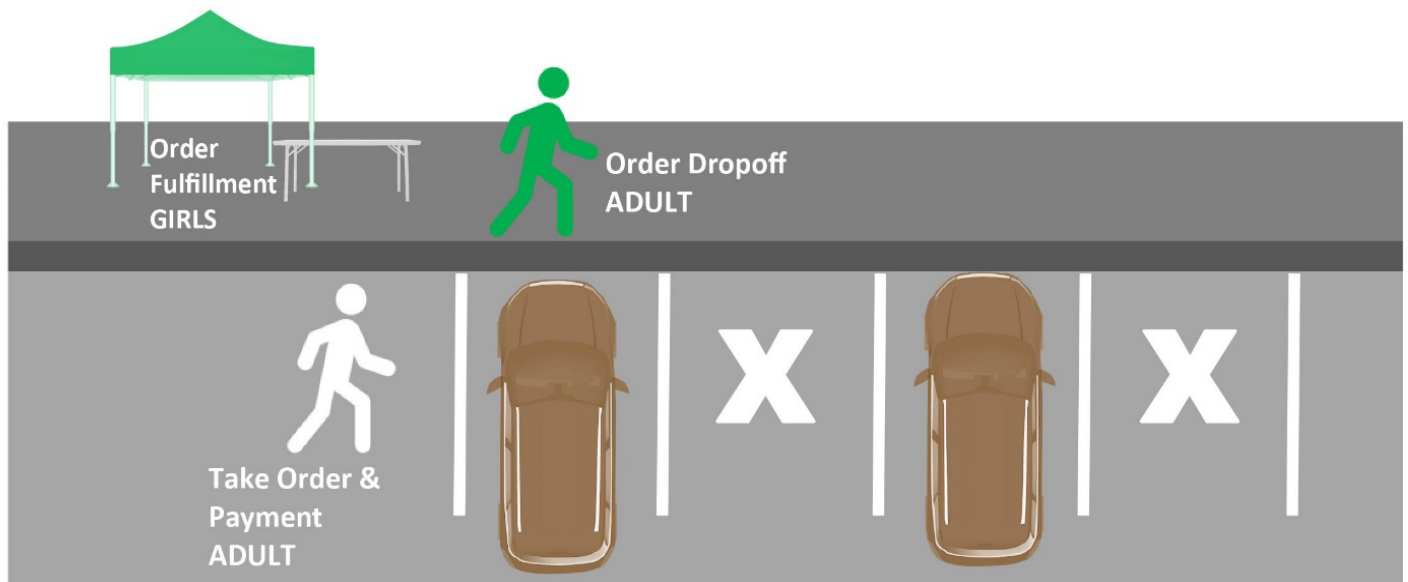
## TIPS FOR CONDUCTING A DRIVE THROUGH BOOTH

- You will need to get permission from the owner to be there, enter it into Ebudde “My Sales” and have the booth approved before conducting the booth.
- Make sure it is easily accessible by car and that it can be seen from the road.
- Set up your booth and mark out an area where customers should drive up to or park.
- Be sure you have plenty of signs or even an extra adult to help direct customers
- Consider using stations to limit exposure to customers and touchpoints.
- Utilize the digital payment features in Digital Cookie.
- 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

## TIPS FOR CONDUCTING A CURB SIDE PICKUP BOOTH

- Communicate time and location of booth with potential customers
- Share the Troop Cookie Booth Link via text, email or online meeting.
- Review and approve orders for customer
- The day before the booth, have girls work together to prepare the orders.
- Consider sending email reminders to customers about booth location and hours.
- On the day of the event, stage the cookies for pick up, assign roles and responsibilities
- Add Thank you note with QR Code for them to get more later or ask them to share it with a friend or family member
- When customers arrive, verify orders and place cookies in cars—contact free

## 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

Get DELICIOUS  
GIRL SCOUT COOKIES®  
CURBSIDE DELIVERED!



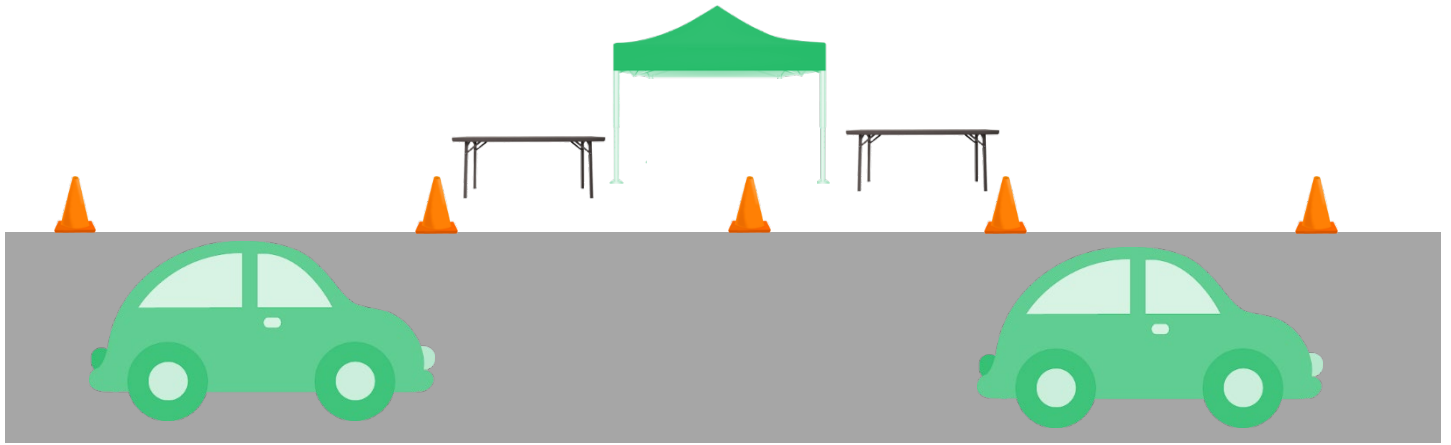
## Signage :

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

## 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 Digital Cookie 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:

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# DIY Tabletop Shield

## Easy DIY Sneeze Guard

### Supplies:

- Tri-Fold Presentation Board
- Clear Plastic Sheeting (plastic tablecloth, shower curtain, etc.)
- Duct tape
- Box cutter/mat knife
- Pencil
- Ruler
- Scissors
- Bricks (or any type of weighted objects)

### Instructions:

Measure out your windows. Create a box leaving at least 4 inches around the border on the front and on each side of the board.

Have an adult cut the windows out of each panel of the tri-fold board.

Measure your plastic film. Make sure the film is larger than the opening. Cut out the film and tape to the inside of the board. Make sure to seal all edges.

Tape a weight to the bottom portion of the board to keep it from blowing over.



## Intermediate Sneeze Guard—Build your Own!

If you'd like to work on a building project AND have something for booths, check out this barrier made out of wood and plastic roofing! The instructions are linked below and via QR code:

<https://qrgo.page.link/XvEiC>



# DIY Face Shield

## Easy DIY Face Shield

### Supplies:

- Clear Acetate sheets (or Dura-Lar)
- [1" KNIT ELASTIC](#) (1" x 3yards)
- Scissors
- Ruler
- Stapler
- 1" Polyurethane Foam Strip

### Instructions:

1. Trace the template onto a sheet of plastic and cut out with scissors. To download a printable template, click [here](#) or scan the QR below. When you go to print, you may need to tile the image, then cut/piece together the template with tape as it is a little larger than most printers will allow.
2. Now, cut a 13" strip of elastic, then staple each end to the top, non-curved corner of the shield shape to form a head band.
3. Cut a 6" strip of polyurethane foam and attach across the, inside edge of the shield to cushion the forehead.  
TIP: Be sure the foam covers all staples.

