



2024 GIRL SCOUT TROOP COOKIE BOOTH INSTRUCTIONS & AGREEMENT FORM

Cookie Booths are a troop/group activity (not an individual girl/family activity). Troops can secure booth location(s) that do NOT appear in SMART COOKIES, are NOT on the “Council Secured Businesses” list, are NOT “Unapproved Locations” and adhere to the following requirements:

- Any day of the week and time of day within listed booth sale dates.
- Booths are conducted only when participating Girl Scouts are not scheduled to be in school.
- At least two (2) unrelated adults, one of whom is registered and one who is female, are present to supervise the booth at all times.
- A minimum of two (2) but not more than five (5) girls that are currently registered members of the troop should be in the booth(s) at all times.

Adults/troops should NOT solicit agreements from any of following businesses and/or locations under any circumstances.

Council-Secured Businesses

Dan’s Market	Associated Foods	Smith’s	Fresh Market
Harmons	JOANN Fabric & Craft	Lee’s Marketplace	Lin’s Fresh Market
Macey’s	REI	Sam’s Club	Walmart

Unapproved Locations

- *Any residential property
- *Residential club houses
- *Breweries and liquor stores
- *Tobacco and vaper shops
- *Adult-oriented businesses
- *CBD dispensaries
- *Public street corner in a business/residential area

- Step 1:** Fill out the Troop-Secured booth agreement form which must include store approved signature.
- Step 2:** Enter the booth request in Smart Cookie by utilizing the locations signed agreement form. *(Use the business’s address found on Google Maps.)*
- Step 3:** Email signed agreement form to cookies@gsutah.org Your booth will not be approved until the signed agreement has been submitted to GSU.
- Step 4:** Once the booth is approved in Smart Cookie, troop brings to the Cookie Booth the completed agreement form and printout of their Smart Cookie Booth Sale Signups (Current Signups) that lists approved booth sites.

This will help resolve any questions that may arise regarding permission to conduct the Cookie Booth. If there are two or more troops who have received permission from the location for the same date/shift, the troop listed in Smart Cookie as approved and has the printout has sole permission to conduct the Cookie Booth.

For more details regarding Girl Scouts of Utah’s booth requirements, refer to the council’s “TPM Cookie Manual,” located on the GSU website.



2024 Girl SCOUT Troop-Secured COOKIE BOOTH AGREEMENT FORM

As business manager, I agree to:

- Allow troops to conduct Girl Scout Cookie Booths **March 15 – March 30, 2024.**
- Inform other managers/departments that schedule activities at this location of the below scheduled Cookie Booth date(s)/time(s).

This agreement is with the understanding that girls and adults will abide by rules mandated by Girl Scouts of Utah.

Booth to be conducted: Inside Facility Outside Facility

Business name: _____

Business address: _____ City: _____ State: _____ Zip: _____

Approved by (please print): _____

Telephone # (include area code): _____

Email Address: _____

Signature: _____ Date: _____

Special Booth Location/Requirements (if applicable): _____

Please indicate date(s) and time(s) you will allow this troop to conduct cookie booths at your location.

Shift Times	Mon	Tue	Wed	Thu	Fri		Shift Times	Sat	Sun
4 to 6 p.m.							9 a.m. to Noon		
6 to 8 p.m.							Noon to 3 p.m.		
OTHER							3 to 6 p.m.		

Troop Product Manager (TPM) to complete the following:

NOTE: Troops cannot secure shifts for other troops, service units, and/or the council.

TPM Name: _____

Troop Number: _____ Preferred Phone #: _____

IMPORTANT

Step 1: Enter information as a “Troop-Secured” booth request(s) in Smart Cookies. Use the business address found on Google Maps. Send signed form to cookies@gsutah.org for approval

Step 2: Troop brings to the Cookie Booth:

- Printout of Smart Cookie Booth Sale Signups (Current Signups) that lists approved booth sites.
- This completed Troop-Secured Cookie Booth Agreement Form. If there are two or more troops who have received permission from the location for the same date/shift, the troop listed and approved in Smart Cookie Booth Signups printout has sole permission to conduct the above Cookie Booth.