

## GSOC Troop Helper - Booth Sale Event Specifics

**NOTE TO LEADER:** Please fill out this form and attach a roster of girls, permission slips, health history forms, emergency information, Council accident report form, maps and/or any other information needed for this activity or event.

**Activity or Event:** Booth Sale

**Date & Time:** \_\_\_\_\_

**What – list activities:** Responsible for supervision, safety of girls and funds, role model GS behavior

**Where – Booth Sale Location:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Who:**

Leader/s: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Leader/s: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Troop Helper/s: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Troop Helper/s: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

**Troops must bring their own** table, change, counterfeit money detection pen, cookies, display board, Cookie Share receipts, etc. Review the *Booth Sale Tips* and *Booth Sale Display* information (found in the Troop Plan Book, Volunteer Network & Blog) for more information.

- **Print and bring** a copy of the **Booked Booth Sale Report & Booth Sale Locations Report** with you and **Read The Notes** which list special restrictions, if permits are required, contact info, etc.

Questions? Find answers on our website [www.GSCookiesETC.org](http://www.GSCookiesETC.org), Troop Plan Book, or by contacting the Troop Cookie Coordinator or Booth Sale Coordinator. **DO NOT contact the Store Manager.**

## Troop Helpers for Booth Sales

Adults who supervise money or girls at Booth Sales, must first become a Girl Scout Troop Helper by completing these steps:

- **Become a registered Girl Scout adult & complete background screening process** (“MyGS” on <http://www.girlscoutsoc.org/>)
- **Complete the “Booth Sale Training for Adults”** online training & pass the quiz <http://www.gsoclearning.com/>
- **Meet with your Troop Cookie Coordinator** or Girl Scout Leader to submit your certificate of completion (passing the quiz with score of 90% or higher) and to receive the Booth Sale folder with Event Specifics document and Booth Sale reports.

### The Girl Scout Law (For Booth Sale Volunteers)

**I will do my best to be:  
honest & fair,**

- Complete the Responsible Adult process
- Be set-up & ready at our reserved time (if must cancel, do so online)
- Divide the sales equitably amongst the girls present

**friendly & helpful,**

- Follow store guidelines for booth placement & # girls at each door
- Have a display showing Troop goals & progress
- Smile as customers arrive, ask only as customers leave

**considerate & caring,**

- Adjust girl shifts as needed to fit their attention span
- Leave friends or younger siblings at home
- Thank the store manager (with a smile, card &/or cookies)

**and responsible for what I say and do,**

- Role model positive behaviors for the girls
- Follow the Girl Scout Safety Guidelines
- Review permission slips & health histories; understand the role of the First Aider
- Wear our uniform & pins

**to respect myself & others,**

- Respect girl’s ability to run their booth sale
- Say please & thank you, even if customers don’t buy

**to respect authority,**

- Have permits on hand if required by the city
- Have accident report form & know when & how to use it
- Contact the Booth Sale Coordinator if needed & settle any disputes politely

**use resources wisely,**

- Do not accept checks & bring our own change
- Assign an adult to safeguard the girl’s funds

**make the world a better place,**

- Tell customers about Cookie Share & have cards for customers to sign
- Remove all trash, boxes & take home to dispose

**and be a sister to every Girl Scout.**

- Ensure girls use the buddy system & two Responsible Adults supervise
- Leave promptly at the end of our shift