



2025 Cookie Program Booth Coordinator Guide





My Booth Coordinator Information

Booth information due in Smart Cookie no later than Sunday,
January 5, 2025 @ 11:59PM MST

Just-in-Time Training: Booth Available in gsLearn

Booth sales run Sunday, January 12, 2025 - Sunday, March 2, 2025

Smart Cookie log-in information <https://abcsmartcookies.com/>

Username _____

Password _____

www.gsdsdsw.org->Cookies

If you have questions throughout the Cookie Program, please
contact:

Customer Care - info@gsdsdsw.org

Product Team - ATTN: Product - info@gsdsdsw.org

915-566-9433 Option 0

Booth Coordinator Basics

Role

As a Cookie Booth Coordinator, you are responsible for securing Cookie Booths in your service unit area and entering these locations into the Smart cookie system. You can work with additional Cookie Booth Volunteers to secure the locations within your region but as the coordinator, you will be the only one with access to the Smart cookie system. During the program, you will also be a point of contact for troops with questions regarding the booth locations secured by you.

Eligibility

All volunteers participating in the Cookie Program must meet the following eligibility requirements:

- Adult membership for the 2024 - 2025 Girl Scout Membership year
- Completed and eligible background check on file with GSDSW
- In good standing with GSDSW
 - No outstanding balances
 - Volunteers in leadership roles have completed and approved troop financials
- Complete Booth Coordinator training
 - Located in gsLearn
- A signed position description form for all applicable positions

Team

To assist you in your role, you can assemble a team of Cookie Booth Volunteers who meet the eligibility requirements.

They must complete the online agreement form and be verified by council.

Once approved you will provide the appropriate training and coordinate with them on locations to contact and forms to be completed. Submit names to info@gsdsw.org for your team.

Appearance and Behavior

As a Cookie Booth Coordinator, you are acting as a representative of Girl Scouts of the Desert Southwest as well as GSUSA.

Please dress appropriately and act in a professional manner.

When at all possible, wear a Girl Scout adult uniform or other Girl Scout branded item.

Training

This year, there is no formal gsLearn training for Cookie Booth Coordinators.

Please review this Cookie Booth Coordinator Basics and the steps for securing booth locations.

If you have any questions, please do not hesitate to contact info@gsdsw.org.

Documents & Resources

2025 Cookie Booth Agreement Form Includes

- Letter to business (Note: fill out your contact information at the bottom)
- Guidelines Girl Scouts and Volunteers will follow
- Booth Agreement Form

Booth Scheduler upload template

- To be completed and send to info@gsdsw.org with the agreement form

Additional documents as needed

- Additional forms and documents will be uploaded to gsLearn as developed



Booth Coordinator Basics

Step 1 - Contact

Reach out to stores in person, by phone, or mail. For strip malls, you may need to get approval from the property manager first.

Walmart

- GSUSA is currently working with Walmart at a national level for approval for booths.
- The Council Product Program Team will be handling all Walmart booths on a Council level.

DO NOT APPROACH ANY WALMART STORES.

GNC

- GSUSA is currently working with GNC at a national level for approval for booths.
- You may approach GNC to secure booths.

Banks

- May allow drive-thru booths while closed.

Schools

- May allow drive-thru booth while closed on weekends.

Step 2 – Approval

Collect booth agreement forms. Ensure these documents are completed with as much detail as possible. Including contact information for the business location and dates and times for the appropriate booth type.

- Email copies of agreement forms to info@gdsw.org with the subject line “2025 Cookie Booth Forms”

Step 3 – Set UP

Email booth information to info@gdsw.org with the upload template completed.

Booth slots should be no more than 120 minutes in length.

Deadline for booths to be entered into the system is Sunday, January 7, 2024.

Booth approvals after this date will not be available in the system for up to 72 business hours.

