

girl scouts 
of the desert southwest
southern new mexico
& west texas

2026 Cookie Program Booth Coordinator Guide

BRAVE.
FIERCE. **FUN!**





My Booth Coordinator Information

Booth information is due in Smart Cookie no later than Sunday, January 5, 2026 @ 11:59PM MST to be approved by the first round of booth selection on Saturday, January 10, 2026.

Training Tuesday, December 9, 2025, 6:00pm-6:30pm (virtual).

Booth sales run Sunday, January 18, 2026 - Sunday, March 1, 2026.

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

The Cookie Booth Coordinator secures booth locations within the service unit and enters them into the Smart Cookies system. You may work with other volunteers to find locations, but only the coordinator has system access. During the program, you serve as the main contact for troops with questions about the booth locations you've secured.

Eligibility

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

- Adult membership for the 2025 - 2026 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 virtual training
- A signed position description form for all applicable positions

Documents & Resources

- 2026 Cookie Booth Agreement Form Packet, which includes:
 - Letter to business (be sure to fill in your contact information at the bottom)
 - Guidelines for Girl Scouts and Volunteers
 - Booth Agreement Form
- Booth Scheduler Upload Template – complete and send to info@gsdsw.org along with the agreement form.
- Additional Documents – new forms and resources will be uploaded to gsLearn as they are developed.

Training

There is no gsLearn training for Cookie Booth Coordinators.

A virtual session will be held on Tuesday, December 9, 2025, at 6:00 PM - 6:30 PM MST.

Please review the Cookie Booth Coordinator Guide, and contact info@gsdsw.org with any questions.

Appearance and Behavior

As a Cookie Booth Coordinator, you represent both Girl Scouts of the Desert Southwest and Girl Scouts of the USA (GSUSA). Please dress appropriately and conduct yourself in a professional manner at all times. Whenever possible, wear a Girl Scout adult uniform or other Girl Scout-branded apparel to promote visibility and professionalism.

Team

You may assemble a team of Cookie Booth Volunteers to assist in your role. Team members must meet eligibility requirements, complete the online agreement form, and be verified by the council. Once approved, you'll provide training, coordinate booth location assignments, and ensure all required forms are completed.

Submit team member names to info@gsdsw.org.



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 UNLESS ASKED TO BY COUNCIL.

Sam's Club

- You will have to approach Sam's Club with the paper booth agreement.

Banks

- May allow drive-thru booths while closed.

Schools

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

Step 2 - Approval

Please collect all booth agreement forms and ensure they are filled out completely. Forms should include business contact info, location, booth dates and times, booth type, and the duration of each time slot. Accurate details help ensure a smooth booth season!

- Email copies of agreement forms to info@gsdsw.org with the subject line "2026 Cookie Booth Forms"

Step 3 - Set UP

Email booth information to info@gsdsw.org with the upload completed in ABC.

Booth slots should be no more than 120 minutes (2 hours) in length.

Deadline for booths to be entered into the system is Sunday, January 5, 2026, to be available for the first round of picking.

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



Booth Locations

Approved Cookie Booth Locations

These types of locations are generally acceptable:

- Grocery stores (e.g., Walmart, Safeway, etc.)
- Retail stores (e.g., Target, Michaels, JOANN Fabrics)
- Shopping centers and malls
- Restaurants or cafes (with management approval)
- Banks or credit unions
- Churches or community centers
- Schools or libraries (if permitted)
- Local events, fairs, or festivals (with organizer approval)

Unapproved Cookie Booth Locations

Booths cannot be set up at or near these types of locations:

- Liquor stores
- Dispensaries
- Bars, nightclubs, or taverns
- Vape shops or smoke shops
- Adult entertainment venues
- Casinos or betting establishments
- Gun shows or firearm stores
- Any location that conflicts with Girl Scout values or safety guidelines
- Any location where a girl can not enter without an adult

Tip: If you can take a picture of your booth and an unapproved business is visible in the background, your booth is too close to that location — please move farther away.

**When in doubt -
please ask us at
info@gsdsw.org!!!**



Troop Secured Booths

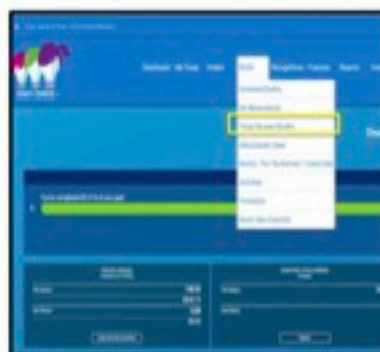
View this video: [Troop Secured Booth Video](#) or follow the instructions below.

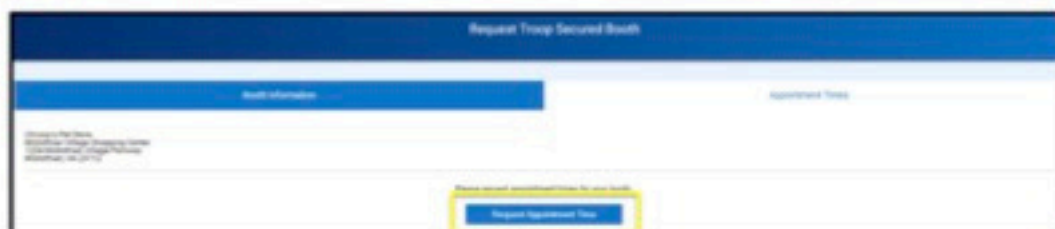
Log into Smart Cookies and navigate to Booth>Troop Secured Booth.

Fill out all information on the Booth Information Tab. All fields marked with an asterisk are required fields. The Troop contact field will default to the user creating the entry.

The Booth Permission box will allow the council permission to assign another Troop to the location in the event the requesting troop cannot attend the booth. If the box is not checked, other Troops cannot be assigned to the location.

After all information is complete, click on the Request Appointment Time tab.





Click Request Appointment Time

Select the date and time for the booth request. If multiple dates and times are desired, click save after each date and time is entered and repeat for each additional day and/or time.

Requested booths will appear on the Booth>My Reservations tab in Smart Cookies. Status will display as requested, approved or denied. Troop contact will receive an email when the requested booth is approved or denied.





2026 Request for Cookie Booth Program Dates

Business Name: _____

Address: _____ City: _____ Zip Code: _____

It's time for Girl Scout Cookies! We are looking for businesses like yours to allow our troops to set up cookie booths. Our Cookie Booth Program runs from January 18 - March 1. Your support for Girl Scouting is important to your community and is greatly appreciated.

I have been appointed by the council as the authorized person to contact you regarding our troop Cookie Booth Program. To avoid confusion, should anyone else contact you regarding the Girl Scout troop Cookie Booth Program, please refer them to me.

On the calendar below, please write in the **times** on all the dates that troops are allowed to host cookie booths at your location. NOTE: Weekday booths may begin at 3:00 PM. Please state any restrictions in the space provided below. Feel free to contact the council with any questions at 915-671-2241.

Thank you for supporting Girl Scouts of the Desert Southwest!

Authorized Individual:

Date:

Printed Name:

Email:

Phone:

Booth to be conducted (circle all that apply):

Inside store

Outside store

One door

Multiple doors

Preferred Method of Contact: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 18	19	20	21	22	23	24
25	26	27	28	29	30	31
February 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
March 1						

Restrictions/ Additional Information: _____

Girl Scout Volunteer: _____

Email: _____ Phone: _____