

Quick Start Guide to the Cookie Program

2017 COOKIE PROGRAM
January 29 - March 12, 2017

Learn & Practice 5 Skills

- Goal Setting
- Decision Making
- Money Management
- People Skills
- Business Ethics

MY TROOP COOKIE CHAIR is _____
Phone _____ **Email** _____

This Quick Start Guide is a supplemental document to the **Greater Cookie Family Guide** (which has complete information about the Cookie Program, mailed to your household in October, is and available at www.girlscoutsla.org)

- Ensure NO cookie orders are taken or sales made prior to the start date, Sunday, January 29, 2017, and after the end date of March 12, 2017.
- Follow all (GSUSA and GSGLA) rules, regulations, safety requirements, and guidelines. Review the *Greater Cookie Family Guide* and/or consult with your Troop Cookie Chair for complete information.

IMPORTANT DATES

Pick-up cookies from Troop Cookie Chair..... January ____, 2017
 Turn in money to Troop Cookie Chair by (*for first troop debit*)..... February ____, 2017
 Last day to turn in additional orders to troop..... ____, 2017
 Last day to turn in all additional money due to troop..... March ____, 2017

Cookie Varieties	Cookie Information
Thin Mints (Vegan) - Chocolate Mint Samoas – Coconut, Caramel, Dark Chocolate Tagalongs – Chocolate, Peanut Butter Trefoils - Shortbread Do-Si-Dos – Peanut Butter Sandwich with Oatmeal Savannah Smiles - Zesty Lemon with Powdered Sugar S'mores - <i>new</i> – Graham Sandwich Chocolate and Marshmallow-y Filling (clean/non-GMO) Toffee-Tastic (Gluten Free) – Buttery with Toffee Bits	<ul style="list-style-type: none"> ● 12 boxes per case ● Cost is \$5.00 per box / \$60.00 per case, except Toffee-Tastic and S'mores which are \$6.00 per box / \$72.00 per case ● No changing the price (i.e., allowing discounts) ● Girl Scout Cookies are date stamped for freshness ● No high fructose corn syrup; zero grams trans fat <p>See order card for nutritional information or go to www.girlscoutsla.org/pages/product_sales/cookies</p>

Gift of Caring (GOC) is a council-wide community service project that gives Girl Scouts the opportunity to learn philanthropy and community service. GOC allows a box of cookies to be donated to the armed forces and/or food bank. When girls sell through GOC, the cookies are not physically picked up by the girl or troop. This is commonly described as a “virtual” donation for which a receipt can be provided. Your Troop Cookie Chair can provide more information.



ROLES AND RESPONSIBILITIES

Everyone has an important role and responsibility to ensure a successful cookie program.

Girls

- Adhere to the principles of the Girl Scout Promise and Law.
- Be easily identifiable as a Girl Scout by wearing appropriate Girl Scout attire.
- Encourage customers to support the Gift of Caring (GOC) program. It's a WIN-WIN-WIN!

Parents

- Guide your daughter when making individual learning and sales goals. Work with your daughter and her troop to determine the number of cookies to be ordered.
- Participate with the girls in booth sales and assist the Troop Cookie Chair and Troop Leader.
- Follow all troop defined guidelines and timeframes for turning in money and cookie box exchanges and returns. Sign a receipt for all transactions and retain the receipt for your records.
- Promptly and frequently collect and turn in all money collected, understanding that parents are financially responsible for any cookies received. (Money is collected when cookies are delivered.)
- Allow the girls to sell -- this is their business to operate, not the adult's.

WAYS TO SELL

- Girls must be accompanied by an adult at all times.
- Check with your Troop Cookie Chair for clarification and procedures for selling. The three most popular methods of selling are:

Residential Door-to-Door Sales ("Walkabouts")

- Encourage girls to canvass their communities with a Girl Scout sister and adult partners, leaving no doorbell unring! ***Certified BEST Practice!***
- Sell door-to-door with cookies in hand during daylight hours, in residential areas only.
- A walkabout means you are constantly walking, not setting up a stationary booth.
- Girls must be familiar with the neighborhoods where they sell.
- Girls/adults are not allowed to set up a table to sell on sidewalks/street corners or in commercial areas.

Residential Lemonade Stands

- Set up a simple "lemonade" type stand to sell on the residential property where the girl currently resides. Adhere to local city/government ordinances.
- Cookies and money must never be left unattended.
- Girls who reside in an apartment, gated community or any other property requiring management approval, **MUST** obtain management approval prior to setting up.
- Lemonade Stands can**NOT** be set up on someone else's property, a street corner, sidewalk, street medians, or outside of fencing or walls.

Booth Sales

- Boothing is conducted in front of non-residential establishments (such as stores, banks, malls, colleges, sporting events, etc.).
- Booth runs from February 10 to March 12, 2017.
- Booth locations must be pre-authorized by GSGLA and selected by your Troop Cookie Chair.
- Troop Cookie Chairs must provide detailed instructions on how a booth is operated (i.e., adult to girl ratio, no tagalongs, area must remain clean and free of debris, patrons to the business must not be prevented from entering the business, thank the store manager, etc.).
- Always remember boothing is a privilege!

RULES AND CONSEQUENCES

The rules and regulations are put in place for girl safety and to ensure a successful, fair, fun, and safe cookie season. There will be **consequences/penalties** for those that do not follow the rules. Rules are outlined in the *Greater Cookie Family Guide*.

Consequences

If girls and/or troops are not selling in accordance with the established rules and regulations, girls and/or troops can be penalized by having one or more of the following consequences enforced:

- Removal of the highest reward level earned
- No future boothing
- Reduction in troop proceeds or opt out proceeds

Examples

Most common examples of rules or regulations not complied with are as follows. NOTE: This is NOT an exhaustive list, only a few examples.

- Taking orders and/or selling cookies before Sunday, January 29, 2017
- Selling cookies for the incorrect price
- Selling cookies outside of authorized areas.
- Conducting a walkabout in a commercial/business area
- Selling in front of a school
- Boothing outside of GSGLA borders (see *Greater Cookie Program Family Guide* for details)
- Adults selling without a girl present
- Selling at a booth location without first submitting and receiving approval from your Troop Cookie Chair
- Boothing with the incorrect girl/adult ratio or inappropriate behavior at a booth location
- Failure to pay for cookies and submit money as outlined by Council.

SAFETY TIPS

- **Buddy Up** Always use the buddy system. It's not just safe, it's more fun.
- **Be Streetwise** Be familiar with the neighborhoods where you will be selling Girl Scout cookies.
- **Partner with Adults** Adults must accompany Girl Scout Daisies, Brownies, and Juniors when they are taking orders, selling, or delivering product. Cadette, Senior, Ambassador Scouts must be supervised by an adult when selling door-to-door and must never sell alone. Adults should be present at a cookie booth in any public place at all times.
- **Plan Ahead** Always have a plan for safeguarding money—avoid walking around with large amounts of it or keeping it at home or school. Give proceeds to supervising adults who should deposit it to your troop account promptly and frequently.
- **Do Not Enter** Never enter the home or vehicle of a person when you are selling or making deliveries. Never approach customers in cars.
- **Sell in the Daytime** Sell only during daylight hours.
- **Protect Privacy** Never provide a girl's name, address, or email address
- **Be Safe on the Road** Always follow safe pedestrian practices, especially when crossing at intersections or walking along roadways.
- **Be Net Wise** Take the GSUSA Internet Safety Pledge at www.girlscouts.org before going online and follow the specific guidelines related to marketing online. Girl Scouts cannot collect money online.

[illegible]

Note for opt-out troops: Girls in troops that have opted out of rewards will receive SIO reward, ALL patches and invitations to Club 500 and Elite 1000 events (if earned)