

2011 BOOTH SALE INFORMATION SHEET

This seasons Booth Sales are **February 18th to March 27th**. Booth assignments will be given out no later than **February 1st**.

Attached is the Booth Sale Request Form that is **due to me by January 25th**. All troops participating in booth sales must fill it out. You can sign up for a maximum of 3 booth sales, each sale you should list your **1st, 2nd, and 3rd** choice of DATE, TIME and LOCATION. Time slots are in two hour increments. If your troop is planning on having a second booth sale, please be sure to fill out the second booth sale section and then so on if your troop is planning on a third booth sale.

Booth sale assignments are done by a LOTTERY. **I MUST have a paper copy of the request form in order to draw it in the lottery—no email requests will be accepted for the initial assignments.** The first drawing will be held using the Booth Sale #1. Once all dates and times have been assigned utilizing all these slips, a second drawing will be done using Booth Sale #2, and then the same process to do Booth Sale #3. **Requests that come in after January 25th will not be included in the lottery and your troop will have to wait until February 4th to select your booth slots.**

NEW THIS YEAR BOOTHS WITHOUT BORDERS as of February 4th you will be able to schedule additional booths via the ebudde system and it's council wide!!! Meaning if your troop wants to sale at Wegman's and it's not one of your usual spots as long as there are open time slots you can select it. But with anything there are rules so here they are. February 4th starting at 5:00 AM until February 11th ending at 4:59 AM, you can have up to 4 slots, max 2 booth per chain, February 11th starting at 5:00 AM until February 18th ending at 4:59 AM – you can have up to 6 slots max 4 booth per chain and then February 18th starting at 5:00 AM until March 27th ending at 4:59 AM - wide open. **So say a troop is assigned 3 booths during our lottery, then on February 4th when the council booth scheduler opens, that troop can sign up for 1 additional booth for a total of 4. This troop can then sign up for 2 more booths during the next rotation beginning on the 11th for a total of 6 booths altogether, and then on the 18th, they can sign up for as many booths as they want. Also, if a troop is assigned 6 or more booths during our initial lottery, they cannot sign up for another booth until the 18th. All booth assignments made during our lottery will be honored and allowed in the booth scheduler.** If you think you may want to sign up for a location that's not within our boundaries, then you don't want to fill in for all 3 booth sales in our lottery.

I will notify you of your confirmed place & times by either a phone call or an email. Service Units 80-6 and 80-9 share the booth sites, so coordinating all time slots is important. **Any changes to these dates, times, and locations must be approved by me.**

We have the following locations:

*Bloom—**Saturdays ONLY**: February 19 & 26 March 5, 12, 19 & 26; Times: 9-11, 11-1, 1-3, 3-5, 5-7, & 7-9

*Giant— **Sad to report we lost Sundays at this location**

Fridays: February 18 & 25 March 4, 11, 18 & 25; Times 4-6 & 6-8

Saturdays: February 19 & 26 March 5, 12, 19 & 26; Times 9-11, 11-1, 1-3, 3-5, 5-7 & 7-9

Mondays: February 21 & 28 March 7, 14, & 21; Times 4-6 & 6-8

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*Jerry's Pizza at Dillingham Square—

Fridays: February 18 & 25 March 4, 11, 18 & 25; Times: 4-6 & 6-8

Saturdays: February 19 & 26 March 5, 12, 19 & 26; Times 11-1, 1-3, 3-5, 5-7 & 7-9

Sundays: February 20 & 27 March 6, 13, 20, & 27; Times: 11-1, 1-3, 3-5, & 5-7

*Safeway at The Glen— **MARCH ONLY**

Saturdays: March 5, 12, 19 & 26; Times: 9-11, 11-1, 1-3, & 3-5

Sundays: March 6, 13, 20, & 27; Times 9-11, 11-1, 1-3 & 3-5

*Safeway Tackett's Mill— **MARCH ONLY**

Saturdays: March 5, 12, 19 & 26; Times: 9-11, 11-1, 1-3, & 3-5

Sundays: March 6, 13, 20, & 27; Times 9-11, 11-1, 1-3 & 3-5

All requests need to be to me by January 25th. MAIL or DROP your requests to my house:

Kaci Spearman, 13284 Reville Loop, Woodbridge, VA 22191

Directions to my house: Old Bridge Road towards 123, right on Occoquan Road, go through 2 traffic lights and make a left on Corbett Place, take 2nd Reville Loop turn, 2nd house on left #13284. There is a clear container on my porch you can put your requests in. **The picture below is in the upper right corner of my glass door so you will know it's my house.**

Call or email me if you have not been notified by February 5th.

Questions/Comments: Call 703-303-3415 or email me – k80_belle@yahoo.com

Kaci Spearman - SUCM 80-6 & SUCBC 80-6/9





2011 BOOTH SALE REQUEST FORM

Due by Tuesday, January 25th

PLEASE PRINT CLEARLY

Name: _____	Troop # and Level: _____
Email Address: _____	Troop Leader: _____
Phone #: _____	Service Unit: 6 or 9 (circle one)

(FOR BOOTH SALE 1)

Requested Date, Time, and Location:			
	Date	Time	Location
Choice 1:			
Choice 2:			
Choice 3:			

(FOR BOOTH SALE 2)

Requested Date, Time, and Location:			
	Date	Time	Location
Choice 1:			
Choice 2:			
Choice 3:			

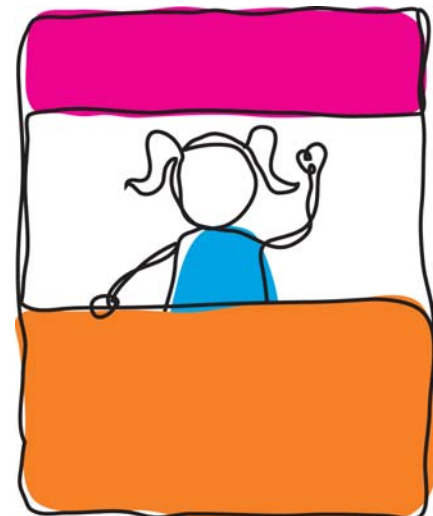
(FOR BOOTH SALE 3)

Requested Date, Time, and Location:			
	Date	Time	Location
Choice 1:			
Choice 2:			
Choice 3:			

Any time/place you do *not* want? I'll try to accommodate you as best as I can.

Please circle what is the most important factor for you, Dates, Times or Locations?

Kaci Spearman
13284 Reville Loop
Woodbridge, VA 22191
(703) 303-3415 ~ k80_belle@yahoo.com



2011 Booth Locations and Times

	Safeway <i>The Glen</i>	Safeway <i>Tackett's Mill</i>	Giant <i>Hedges Run</i>	Bloom <i>Dillingham Square</i>	Jerry's Pizza <i>Dillingham Square</i>
Fridays <u>February</u> 18, 25 <u>March</u> 4, 11, 18, 25			4 – 6 PM 6 – 8 PM		4 – 6 PM 6 – 8 PM
Saturdays <u>February</u> 19, 26 <u>March</u> 5, 12, 19, 26	NO ASSIGNMENTS FOR FEBRUARY		9 – 11 AM 11 – 1 PM 1 – 3 PM 3 – 5 PM 5 – 7 PM 7 – 9 PM	9 – 11 AM 11 – 1 PM 1 – 3 PM 3 – 5 PM 5 – 7 PM 7 – 9 PM	11 – 1 PM 1 – 3 PM 3 – 5 PM 5 – 7 PM 7 – 9 PM
Sundays <u>February</u> 20, 27 <u>March</u> 6, 13, 20, 27	NO ASSIGNMENTS FOR FEBRUARY				11 – 1 PM 1 – 3 PM 3 – 5 PM 5 – 7 PM
Mondays <u>February</u> 21, 28 <u>March</u> 7, 14, 21			4 – 6 PM 6 – 8 PM		
Tuesdays <u>February</u> 22 <u>March</u> 1, 8, 15, 22					
Wednesdays <u>February</u> 23 <u>March</u> 2, 9, 16, 23					
Thursdays <u>February</u> 24 <u>March</u> 3, 10 17, 24					

****Potomac Mills:** 3 weekends this year!!! - When the information becomes available to me I will pass it on to you.

Cookie Booth Do's and Dont's

- ❖ All girls who work at a booth MUST have a signed parent permission slip on site - even if the parent is at the sale. This form is different from the cookie sale permission slip. You may use a standard or multi-event permission slip. You can download it at www.gscnc.org.
- ❖ Do not have more than 4 girls and 2 adults at each booth.
- ❖ Do be on time and check in with the store manager if you are the 1st troop at the location. Make sure you set up in an appropriate spot.
- ❖ Do wear something to identify yourself as a Girl Scout.
- ❖ Do bring a cash box with change. A good rule of thumb is \$50 and have plenty of \$1s and \$5s.
- ❖ Do not have food or drink at the booth. Preferably no chairs either but they can be used by an adult.
- ❖ Do make eye-catching posters and create a Gift of Caring box.
- ❖ Do remove all trash and take it home. Do not use the business trash receptacles.
- ❖ Do smile and be assertive, but not aggressive.
- ❖ Do practice booth etiquette. Always say thank you whether someone buys cookies or not.
- ❖ Do not block entrances.
- ❖ Do leave your friends and siblings at home.
- ❖ Do bring other supplies not already mentioned: small table, masking tape, pens, tally sheets, trash bag and 1st Aid kit.
- ❖ Do keep accurate records of sales. Tally sheets should be used at each booth and turned in to the Service Unit Cookie Booth Coordinator at the end of the cookie sales.
- ❖ Do take time to thank the businesses that let you sell cookies outside their establishments. A card, a poster or even a box of cookies is a nice gesture.
- ❖ Do consider using a cookie costume. You must call and reserve it. Pick up is on Friday and must be returned on Monday. The Manassas Office 703-365-9600. The Lorton Office 571-642-0253.

REMEMBER

You are representing the ENTIRE Girl Scout organization.

Cookie Booth Etiquette Contract

On My honor,

I, _____, will follow the rules listed below while working at my troop's cookie booth.

I will:

- ❖ *Be polite and friendly*
- ❖ *Remember that my behavior reflects on all Girl Scouts*
- ❖ *Obey the booth sales starting date*
- ❖ *Arrive and leave on time*
- ❖ *Wear my uniform, vest or sash, or my pins to identify me as a Girl Scout*
- ❖ *Not block the entrances to stores*
- ❖ *Keep table and area neat*
- ❖ *Say THANK YOU to all approached*
- ❖ *Remove empty boxes and recycle if possible*

I will NOT:

- ❖ *Get in the way of customers*
- ❖ *Ask a customer twice to buy cookies*
- ❖ *Go into the store while working at the cookie booth*
- ❖ *Talk loudly, run around or play while selling at a cookie booth*
- ❖ *Eat, drink or chew gum while at the cookie booth*



Girl Scout Signature _____ Date: _____

Parent Signature _____ Date: _____

Any girl participating in the Cookie Booth Sale must follow procedures of *Safety Wise* and have a signed Permission slip (B221) available from your Troop Leader.
(Consider using the Multi Event permission slip (B222) to list all booth sales scheduled.)

Please Remember:

Booth sales give girls the opportunity to learn new skills, to promote Girl Scouting, live the Girl Scout Promise and Law, and to sell more cookies. With this opportunity comes the responsibility to follow safety, public relations and business guidelines.

Please keep in mind that selling Girl Scout Cookies at booth sales is a privilege granted to us by local businesses. This privilege, if abused even unintentionally, could cause all Girl Scouts to lose the opportunity for additional sales at these places of business. Please be considerate of the business' customers and property. If complaints arise you may be asked to leave.

COOKIE BOOTH SALE TALLY SHEET

Troop Number _____ Booth Location _____

Date _____ Time Period _____ Weather _____

	Gift of Caring	Lemon Chalet Cremes	Trefoils	Do-Si-Dos	Samoas	Dulce de Leche	Thank You Berry Munch	Tagalongs	Thin Mints	Total
Boxes of cookies at start of sale										
Boxes of cookies added during sale (+)										
Total boxes of cookies for sale (=)										
Boxes of cookies left at the end of sale (-)										
# Boxes of cookies sold (=)										

Booth Workers	Starting Time	Ending Time	Hours Worked	Cookies Credited

Ending Cash		Record \$\$ Donations Here
Starting change fund (-)		
Amount Received (=)		

Comments:

Turn in all Booth Sale Tally Sheets to your SUCBC at the end of the cookie sale. Electronic version in excel format available at www.gscnc.org on the Cookie pages. You can email the electronic version to the SUCBC for ease of collection.