

The following are a couple sample templates that can be helpful when reaching out to businesses about scheduling troop booth sales or lemonade stands.

SAMPLE SCRIPT: PHONE CALL OR IN-PERSON

Hello, my name is _____. I am calling on behalf of my Girl Scout troop. May I speak with the Store Manager please?

Hello! My name is _____, I am calling on behalf of Girl Scout Troop # _____. We are preparing for the 2024 Girl Scout Cookie Program season and wondering if you would be willing to support our local troop in having a cookie sales booth at your location?

YES: Jump to questions and answers on next page:

NO: Thank them kindly and let them know if anything changes how they can reach out to you.

WRAP UP: Exchange contact information and let them know you'll be in contact the week before the booth dates to confirm.* Thank them for their time and support!

**Make sure to put the week ahead call on your calendar to make that confirmation!*

SAMPLE EMAIL

Dear Store Manager or Business Owner Name here if you know it,

Our Girl Scouts troop #_____ would like to ask your permission to set up a Girl Scout cookie booth at your store's location, _____ **STORE ADDRESS** _____.

If you allow it, we will set up a table with a small group of Girl Scouts, supervised by adult volunteers, to offer Girl Scout cookies to your customers. We are hoping to schedule a booth on _____ **DATE** (booth sales run from February 9 – March 24) from _____ **TIME** to _____ **TIME**. There is always adult supervision, with both girls and adult volunteers being registered members of the Girl Scouts of Greater Iowa (GSGI) and covered under GSGI insurance.

Supporting the Girl Scout cookie program and our Girl Scout entrepreneurs helps to build girls of courage, confidence, and character through skill building in areas of planning and marketing, teamwork, goal setting, personal confidence, and customer service. All proceeds from the cookie program stay local, which allows us to offer quality programs and well-maintained camping facilities to the members we serve.

Our troop and all our Girl Scouts greatly appreciate your support!

Thank you for your consideration!

Your Name _____

Girl Scout Troop # _____

Phone number _____

Email _____

THINGS TO COORDINATE OR ANSWERS TO QUESTIONS THEY MAY HAVE:

What times or dates are you looking to have the booth set up?

Either provide them with your preferred dates and times or ask them when they think are the best after-school times and weekend times to reach the greatest number of people.

How many Girl Scouts will be there?

We recommend only having a few Girl Scouts there at a time and breaking down longer booths into “shifts”—especially if you have younger troop members.

Locations of booth: Where is preferred area to set up the booth?

Many booths are out front to the left or right of the store doors or if there is room or inclement weather, inside where the store manager best sees a fit. Remember the best location is where the booth can be seen!

Tables and chairs?

Ask if they have tables and chairs, they would be willing to supply OR if you prefer to bring your own, provide this information.

If they supply them be sure to ask if they will already be set up or will they wait until you are there?

Where does the money go?

All sales proceeds stay local supporting troop and council programs such as activities and camps.

Why?

Supporting the Girl Scout Cookie Program and our Girl Scout entrepreneurs helps to build girls of courage, confidence, and character through skill building in areas of planning and marketing, teamwork, goal setting, personal confidence, and customer service. Having a Girl Scout cookie booth also shows another fantastic way your store supports the community!

Make sure to ask them for any other information that would be helpful and thank them!