

# Walmart Council Organized Booth Sale (COBS) Guidelines

Please follow all GSEMA guidelines provided in this document, as well as requirements for setting up, running, and taking down a booth sale. Help other Girl Scout troops plan for their upcoming COBS by reporting booth sale totals at the completion of the sale.

## Booth Requirements

Girl Scouts should wear their uniforms, other Girl Scout-branded clothing, or their membership pin to clearly identify themselves as Girl Scouts at a cookie booth sale.

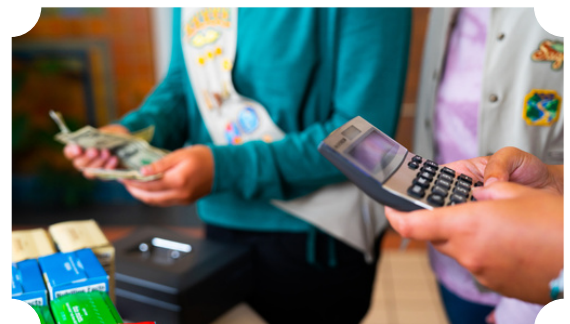
- Booth attendees should have a minimum of two Girl Scouts (six max) selling at a time. This maximum number includes adults. All participants should be registered
- with the troop (no tag-alongs), and must be accompanied by two unrelated, GSEMA registered and CORI'd adults at all times. Troops that do not meet this requirement may not participate.
- All booth sales must take place in the designated, council-approved area. Booth location may not be changed. See booth location section for proper location.
- Sampling is not permitted.
- All booths are outdoors.



## Tips for Safeguarding Cookie Money

After receiving cash or making change, Girl Scouts should hand the money to a volunteer to place into the cash box for safekeeping, and follow these additional tips:

- Keep the cash box in a safe place or behind a barrier of cookie packages.
- Don't walk around with large amounts of money.
- Deposit cookie money into the troop bank account often, and do not keep money at home or at school.
- Consider using the [Digital Cookie credit card payment option](#) or a card reader.
- Please remember to follow all GSEMA Safety Guidelines for all troop activities.



# Walmart COBS Information

GSUSA has partnered with Walmart to offer booth sale locations for the 2023-24 Girl Scout Cookie Program. Troops can now host cookie booths at their local Walmart following all required policies and guidelines mentioned below:

- There cannot be more than 6 persons at the booth. This includes girls and adults.
- Troops can only bring one (1) table/tablecloth.
- Sanitizing materials must be provided.
- Booths must be located at least 15 feet from the entrances to and exits from the facility, to allow for safe ingress/egress. Store management reserves the right to change the designated area for the sales booth as necessary for the safety of shoppers.
- There must be at least one supervising adult Girl Scout staff or volunteer at each permitted sale booth.
- Girl Scout members, supervising adult staff, and/or volunteers may not solicit or distribute literature inside our facility, including in any lobby or vestibule, at any time.



Girl Scouts are encouraged to use their table to display cookies for sale. Please note: Signs may not be posted, and helium balloons are not permitted. Troops may come prepared with home-made, hand-held signs or attached signs to troop property with the following information:

- Your troop number and money-earning goals
- Cookie price and a QR code with your troop's shop link
- Other booths dates/locations coming up

Please remove all trash from the Walmart property, and leave the area as neat as you found it. Please return empty cases to a council Cookie Cupboard, or take them home for recycling.

Practice safety and keep your booth tidy during your sale. A messy booth will prompt Walmart staff to ask you to leave.

- Store all boxes and materials you unload in one area.
- Carts, dollies, boxes etc. used to bring in cookies should be returned to the troop volunteer's vehicle.
- Do not bring camp/beach chairs or other bulky items.

## Best Practices for Booth Sales

Remember to keep your booth area neat and organized, and keep track of your money, cookies, and your Girl Scout troop at all times. Make a plan for who will be responsible for all aspects of keeping the sale running smoothly and safely. Costumes that cover a person's face are prohibited.



Questions? Email [customercare@gsema.org](mailto:customercare@gsema.org). Do not contact Walmart with questions about your booth sale. Check out these [historical COBS sales records](#) to estimate cookies for this COBS location.





## After the Booth Sale

Troops must report sales totals at the end of each booth sale. Your reported sales totals help inform fellow troops on sale projections and helps Council continue sales at the site next year. Select one option to report sales totals:

- Use the Smart Cookies Booth Divider ([Troop Smart Cookies Database](#)) OR
- Complete a [COBS Results Review Form](#)

## Mall COBS Cancellation Procedures

Any troop change to an assigned COBS must be reposted to: [customercare@gsema.org](mailto:customercare@gsema.org)

- A minimum of 48-hours' notice must be given to GSEMA if your troop needs to cancel
- If your troop is unable to conduct a Walmart COBS that it has won, please find another troop to fill the spot and email [customercare@gsema.org](mailto:customercare@gsema.org), so that GSEMA can reassign the booth sale OR cancel the booth from the Troop Reservations in Smart Cookies to open this slot for other troops. Troops can contact their Service Unit Cookie Mentor (if you do not know who this is, contact [customercare@gsema.org](mailto:customercare@gsema.org)) for help.
- If this procedure is not followed, a Girl Scout troop will lose the privilege to participate in future COBS activities.

To cancel, please email [customercare@gsema.org](mailto:customercare@gsema.org) with the following information:

- Troop Number
- Date/Location of booth
- Reason for cancellation

Please note: This cancellation procedure does not include cancellations for weather or COVID concerns, but GSEMA still needs to be notified if your troop does not wish to attend the scheduled booth.

- Please check the Walmart location's website for any snow cancellations.
- Please check the town website where the Walmart is located for any COVID restrictions.