



Girl Scouts®

# BOOTH SALE REQUEST FORM

(for non Council Organized Booth Sales)

Girl Scouts Louisiana East

841 S. Clearview Parkway, New Orleans, LA 70121

Fax: (504) 733-8219

**Booth sales are to be scheduled between the dates of February 26 and March 14, 2010.**

**COMPLETE ONE FORM PER NON COUNCIL ORGANIZED LOCATION - SEE TROOP COOKIE MANAGER GUIDE**

**DEAR STORE MANAGER: Please do not accept booth sale requests before January 8, 2010.** Booth sales will be "peopled" by girls with adults present at all times. Troops will follow store management suggestions to avoid interference with normal business operations. Your support of the annual Girl Scout Cookie Program is appreciated! If you have questions, please call Alisha Moore at (504) 733-8220 / 1-800-644-7571, ext. 2241.

**Service Unit#:** \_\_\_\_\_ **Troop#:** \_\_\_\_\_ **Program Age Level of Troop:** \_\_\_\_\_

Troop Cookie Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

The local Council holds the undersigned owners free and harmless from all claims involving injuries to person or persons that may be asserted against the latter by reason of the use of said property by the Girl Scouts Louisiana East. The Council is not responsible for overbooking on the part of stores/booth sale locations.

**\*\*\*Booth sales at any location that occur Sunday-Thursday must conclude by 8 p.m. (Cad-Amb)  
Booth sales occurring Friday-Saturday must conclude by 8 p.m. (Cadettes-Amb)\*\*\***

Store Name \_\_\_\_\_ Store # \_\_\_\_\_ Date (mo/day) \_\_\_\_\_ Starting Time to \_\_\_\_\_ Ending Time \_\_\_\_\_

Store's Complete Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Print Name - Location Manager \_\_\_\_\_ Phone # \_\_\_\_\_

Signature - Location Manager \_\_\_\_\_ Date \_\_\_\_\_ Signature - Troop Cookie Manager \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature, Director of Product Sales  
Alisha Moore, Girl Scouts Louisiana East

**GIRL SCOUT TROOP:** As soon as this Booth Sale form has been approved and signed by store management, immediately forward form to your Service Unit Cookie Coordinator. Do not forward to Girl Scouts Louisiana East.

**SERVICE UNIT:** Immediately verify that this form has been filled out properly! **Ensure that chosen location is NOT on the Council Organized Booth Sale list.** All information MUST be complete and the form signed by the location manager.

**Date Service Unit Cookie Coordinator Confirmed Booth Sale and Sent Form to Council:** \_\_\_\_\_

**For Council Use Only:**

Date of postmark: \_\_\_\_\_ Date/time of fax stamp: \_\_\_\_\_

Date/time of physical drop-off: \_\_\_\_\_

Troop Cookie Manager – Return top two copies to your Service Unit Cookie Coordinator. Keep bottom copy for your records.  
Service Unit Cookie Coordinator – Forward top copy to Council. Keep middle copy for your records.