

Liberty Tree Mall

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

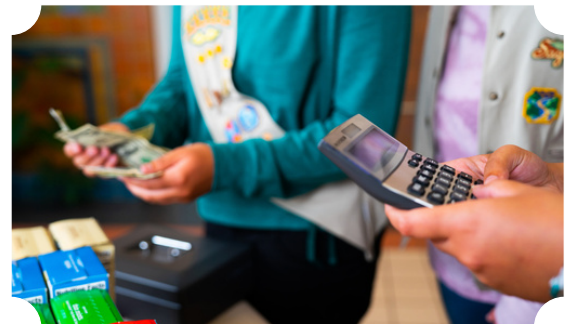
Girl Scouts should wear their uniforms, other Girl Scout-branded clothing, or their membership pin to clearly identify themselves as Girl Scouts at a cookie booth sale.

- Booth sales must have a minimum of two Girl Scouts (four max) selling at a time. All participants must 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.
- Please ensure there is adequate space around the booth for pedestrians to safely pass.
- Costumes that cover the face and cookie sampling is prohibited.



Tips for Safeguarding Cookie Money

- After receiving cash or making change, Girl Scouts should hand the money to a troop volunteer to place into the cash box for safekeeping.
- 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 payment options in Digital Cookie (credit card, Venmo, or PayPal) or a card reader.
- Please remember to follow all GSEMA Safety Guidelines for all troop activities.



Liberty Tree Mall COBS Information

Mall locations are paid for by GSEMA, and we are required to follow their established procedures to continue hosting booths at these locations.

Your designated mall and time slot is listed in your confirmation from SmartCookies. You do not need to check in upon arrival, you can go right to the booth and get started. Council has allowed time between booth times. Please do not go over your designated time.

- The cart is in front of Glitterati Prom. Troops can enter the mall using the G2 entrance located behind the food court and the Old Navy on the back side of the Mall entrance.
- All product, props, etc. must be on the cart. No floor fixtures of any type are permitted.
- Please do not remove anything from the cart that does not belong to the troop. These items are property of the mall or GSEMA.



Girl Scouts must remove all trash from the Mall property and leave the kiosk/cart area as neat as you found it. Please return empty cases to a council Cookie Cupboard or take them home for recycling. During your sale, practice safety and keep your booth tidy during your sale.

- 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.

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 Review Results Form](#)



Mall COBS Cancellation Procedures

Any troop change to an assigned COBS must be reposted to customercare@gsema.org. Please review the COBS cancellation procedures at gsema.org/cancelmycobs.

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