



**Girl Scouts of Greater Chicago & Northwest Indiana
Westfield (Southlake) Mall
2007 Cookie Booth Sale!**

Saturday, November 3rd & Sunday, November 4th

1. Complete the Request to Participate form on the next page. There will be booth sales at four (4) main entrances of the mall the weekend of November 3rd and 4th. The booth will be operational from 10 am to 9 pm on Saturday and from 11 am to 6 pm on Sunday. Time slots run approximately 3½ hours in length.
2. Return your request by mail. Assignments will be based on a lottery system. The first 20 names drawn will be able to sell cookies that weekend. **All requests must be mailed to the Merrillville Service Center.** Requests must be received by Monday, October 15th. We will not accept telephone, fax, or walk-in reservations. Duplicate requests will be placed on a waiting list.
3. There will be **NO** special request(s) taken for these booth sales, you must take the location and time slot you have been assigned.
4. Staffing the booth:
 - a. Four (4) Girl Scouts and two (2) adults are the maximum amount of people to be present at the booth at one time. (If you have a large troop, rotate the girls to ensure all have an opportunity to participate).
 - b. There must be an adult present at all times. Never leave girls alone at the booth.
 - c. All Girl Scouts must wear their Girl Scout uniform, sash, vest, Girl Scout t-shirt, or cookie costume during booth sale.
5. Once the Council receives your request, the Troop Leader will receive:
 - a. A confirmation letter indicating your booth assignment
 - b. "On My Honor" Cookie Booth Pledge slips for every member in your troop to sign. This is a form stating that they will act and behave appropriately at all times.
 - c. A roster to fill out the names of all participating girls and adults.
 - d. NOTE: **The Roster and Pledge must be returned to the Highland Service Center prior to booth sale!**

6. The cookie booth will operate as our traditional booths have in the past. Check out the information "The Day of the Sale" on the booth information pack.
7. All troops are responsible for all cookies they take for booth sales. **NO COOKIES CAN BE RETURNED!**
8. If for any reason, your troop will not be able to staff the booth when it is scheduled, you **MUST** contact the Product Sales Program Coordinator at the Highland Service Center at least one week prior to the scheduled date.

If you have any additional questions please contact the Product Sales Program Coordinator at the Highland Service Center at 219-838-3171.

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**Westfield – Southlake Mall 2007 Cookie Booth Sale
Participation Request Form**

Troop # _____ Service Unit _____

Troop Leader _____

Address _____

City – State – Zip _____

Phone # _____

Email _____

I have read, understand and agree to follow the above stated guidelines for the Girl Scout 2007 Cookie Booth Sales at Westfield (Southlake) Mall.

Signature _____ Date _____

Return this form **by mail** to: Melissa Thompson, Girl Scout Service Center, 8699 Broadway, Merrillville Indiana 46410.

