

STOP!

If your Cookie Booth concern falls into one of the following categories, you will need to complete an Accident/Incident Report:

- Situation with an injury or illness
- Situation that could have caused an accident
- Situation that could have caused liability for GSCSA and/or its members

You can find the Accident/Incident Report on the GSCSA website at:

<http://www.girlscoutcsa.org/content/dam/southern-appalachian/documents/Accident-Incident-Report.pdf>

If your Cookie Booth concern is not covered by one of the categories above, you may submit the Cookie Booth Action Report on the following page. Please complete this form, save it to your computer, and email to info@girlscoutcsa.org with the subject "Cookie Action Report".

Please fill in your contact information:

Name: _____

Phone: _____ Email: _____

Troop: _____ Service Unit: _____

Role: _____

Save and email to **info@girlscoutcsa.org** (include pictures as necessary) with subject:
Cookie Action Report

You may be contacted for follow up and further questions. Thank you!

Following are examples of Booth concerns. Also refer to the Volunteer Guide on pages 6 & 27.

- Selling cookies at unauthorized location or time
- Selling cookies for more than set price
- Retail location selling cookies at register without girl present
- Selling cookies on online sales sites
- Adults in conflict loudly, disruptively, and in front of girls
- Cookie Booth no shows
- Troops blocking business doorways or harassing customers

Please give us more information about the booth site concern:

Booth Site location: _____ Which door? _____

Date of situation: _____ Exact time of situation: _____

Troop(s) at Booth Site (if known): _____

Name(s) of people involved (if known): _____

Describe situation: