

# 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](mailto: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.

- 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: