



**The Wendy's Company | January 2025
Girl Scout Booth Authorization Letter**



Dear Wendy's® Restaurant Manager -

We are pleased to provide this letter of authorization allowing local Girl Scout troops to booth at approved Wendy's restaurants during the 2025 Girl Scout Cookie Season.

This approval includes permission to host sales of Girl Scout Cookies® in an organized and respectful manner that aligns with both values of Wendy's® and the Girl Scouts' mission. We kindly ask that the Troop Leader/Volunteer works with your team to ensure all setup and cleanup activities are conducted in a way that does not disrupt restaurant operations or customer access.

We request that your team collaborates with the Girl Scout troops to make sure the following guidelines are upheld

- The troop agrees to maintain a clean and safe environment during and after the event. All members representing the troop conduct themselves courteously and professionally.
- Troop members/volunteers should manage their product inventory and cookie sales independently of the Wendy's business.
- Troop members/volunteers cannot promote the Thin Mints™ Frosty® or any other Wendy's products in tandem with cookies/booths, e.g. be photographed interacting with the Frosty product. Troop members and volunteers are certainly invited to buy or taste Wendy's products.
- Troops should maintain a 1 adult to 3 minor ratio, with a max of 2 adults and 6 girls.

Troops have permission to set up inside or outside with additional guidance provided below:

Exterior Booth Setup (preferred for higher visibility):

1. If your restaurant has a patio, prioritize this area for set up.
2. Avoid setting up in the parking lot, including parking spaces, driving lanes, etc.
3. Booths should not:
 - a. Block building entrances or exits.
 - b. Set up on sidewalks in a location that would block customer access to/from parking lot.
 - c. Set up on sidewalks in a location that would block handicap access to/from parking spaces or handicap access to/from sidewalk or street.

Interior Booth Setup (recommended if weather is unfavorable):

1. Prioritize using existing dining tables and chairs for setup. In many cases, tables can be temporarily pushed together to create a longer surface.
2. Booths should avoid setting up between the entrance and the points of purchase. If possible, setup should be in the dining area, generally in a position located along the exit path customers would use when leaving the restaurant.

This letter is valid for the duration of the current Girl Scout Cookie Season (February 22 - March 23, 2025) and does not grant permission beyond the specific activity. Future approvals will require separate authorization. If deemed necessary, Wendy's Managers have the right to revoke access to location.

We appreciate the opportunity to support the Girl Scouts in their efforts and look forward to a successful collaboration.

For questions or concerns please email Sally Ellis, Girl Scouts of Michigan Shore to Shore
Director of Product Program, Retail, & Customer Care Operations
at sellis@gsmists.org