

Girl Scout Cookie Booth Guide



COVID Guidelines

Booth Sanitation and Cleanliness

- Each booth table will need to have sanitizer accessible to troop and customers
- Each booth table will need to have sanitization supplies to wipe down any touchpoints between customers
- If using a bin method, bins need to be sanitized between each customer
- Pens should be sanitized frequently
- Masks will need to be worn at all times at a booth
- Girls and adults should use hand sanitizer between each customer
- Girls and adults should not attend a booth if they are not comfortable being there or if they themselves do not feel well
- Troop members should practice social distancing with troop members while at a booth
- Urge customers to use card transactions whenever possible

Additional Safety Measures

- Troops may build or buy a plastic barrier or sneeze guard to use at a booth. Instructions to build your own guard can be found in this guide
- Girls and adults may make or buy face shields. Instructions on how to make your own face shield are in this guide
- All troops must adhere to each location's specific COVID-19 protocol should they have specific requirements

Social Distancing

How to conduct a socially distanced booth:

Please practice social distancing when interacting with customers. Please do not attend a booth if you are uncomfortable in doing so or if you do not feel well.

- Wear a mask
- Use hand sanitizer frequently
- Stay 6 feet away from customers
- Utilize credit card transactions as much as possible
- Follow your community's social distancing guidelines
- Avoid touching your face
- Bring masking tape, cones or some sort of line marker to show where customers should stand.
- Post appropriate signage at each booth to alert customers of social distancing instruction
- Post mask sign to alert customers that they must wear face coverings while at a booth
- If you have a rectangular table, consider using it lengthwise rather than horizontal (space permitting)



Troop

Table

Customer

Ratio

To maintain social distancing, it is recommended that there only be 2 adults and 2 girls at each booth location. No more than 3 girls should be at a booth. No retail location should have more than 5 Girl Scout representatives present at a time. A business may request a only a certain number of people at a booth. Troops should follow the location's guidance as as long as it fits within the girl to adult minimum ratio for the age group. Troops may rotate girls throughout their booth shift to give more girls an opportunity to attend a booth.

Tools

Get creative. Use a box or bag system to hand off cookies and payment methods.

- Bag: Place cookies in bag and place on the table. Back away and let the customer collect the bag.
- Box: Place the cookies in a box or bin and let the customer pick up their cookies out of the box. You may also use a tool to slide the box toward the customer.

No-Contact Deliveries

No-Contact Deliveries

- Communicate with your customer to determine where they would like their cookies dropped off
- Knock on the door and leave the cookies. Then back up 10 feet, have the customer take their cookies and leave payment. Collect payment no less than 6 ft away from customers
- Consider scheduling trunk pick-ups at a central location and scheduling customer pick-up times to minimize the number of people there at once
- Find a special way to say “thank you!” – whether through a thank you video or a personalized note, your girls will want to show their customers come appreciation!
- Always have an adult present with any delivery

Prepay & Pickup Curbside:

- Work with your service unit cookie manager to secure locations for curbside booths. Be sure you have permission from the location. All drive thru booths must be entered in Smart Cookies.
- Share the Troop Cookie Booth Link via text, email, or online.
- Review and approve orders, and pick up cookies from cupboards as needed
- The day before the booth, have girls work together to prepare the orders.
- Enclose a personal thank you note with each order.
- Consider sending email reminders to customers about booth location and hours.
- On the day of the event, stage the cookies for pick up, assign roles and responsibilities
- When customers arrive, verify orders and adults should place cookies in cars–contact free
- Congratulate the girls on a job well done!

NOTE: You can use the Troop Cookie Booth Link to promote touchless transactions at your regular booths, too! Share the link on-site by:

1. Texting or emailing it to customers
2. Posting it on a large sign at your booth
3. Creating a free QR code (the-qrcode-generator.com) and post the code for customers to scan

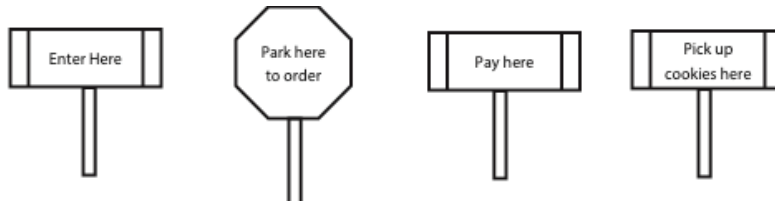
Drive Thru Booths

How to conduct a drive thru booth:

Work with your service unit cookie manger to secure locations for drive thru booths. This could be a business lot, an open lot or large location you could set up a driving path. Make sure it's easily accessible by car and that it can be seen from the road. This is also a great way to conduct a contact free booth. Just like a regular booth, you must have permission to be there, and the booth must be in Smart Cookies.

Setup:

Set up your booth and mark out an area where customers should drive up to or park. Make sure you have plenty of signs or even an extra adult to help direct customers where to go.



Consider using stations to limit exposure to customers and touchpoints. Utilize the digital payment feature on Smart Cookies

Ration:

No more than 3 girls at drive thru booths. Girls may never approach a vehicle alone. Girls must stay behind their booth table or in a designated area away from moving vehicles. A minimum of 2 adults are required at every drive thru booth.

**All drive thru booths must be entered into Smart Cookies just like any other booth.
Enter "Drive Thru" in the Location Information.**

Drive Thru Booths

Safety

Safety is our number one priority. During Drive Through Booths, safety measures must be increased. Please abide by the following rules. Failure to follow the rules below could result in an unsafe environment for girls.

Ratio:

- No more than 3 girls are allowed to be at a drive through booth. Girls must stay behind the table, safely out of drive through traffic flow. Troops can rotate girls out to allow more to participate.
- Should a girl need to leave their table for any reason, two girls (buddy system) and one adult must accompany her.

Location Guidelines:

- Drive through sites must have adequate space for table setup and traffic flow.
- Drive through sites must not interfere with public traffic flow
- Drive through sites must not interfere with neighboring business parking

Location Ideas:

- Mattress stores
- Paint stores
- Church parking lots
- Vacant store lots
- Outlying mall parking spaces

Restrictions:

- Drive through booths cannot be held after dusk.
- Girls cannot approach a vehicle alone at any time regardless of age and drive thru setup

Drive Thru Booths

Straight Drive Thru Setup:



Steps:

1. Cars enter lot—ensure ample space for cars waiting
2. Customer places order with adult.
3. Adult takes payment with Smart Cookies app
4. Adult tells girls what the order is
5. Girls fulfill order
6. Adult gathers order from fulfillment
7. Adult gives customer their order—this could be contact free in trunk or back seat. Or the adult can utilize the bin technique.

Signage Ideas:

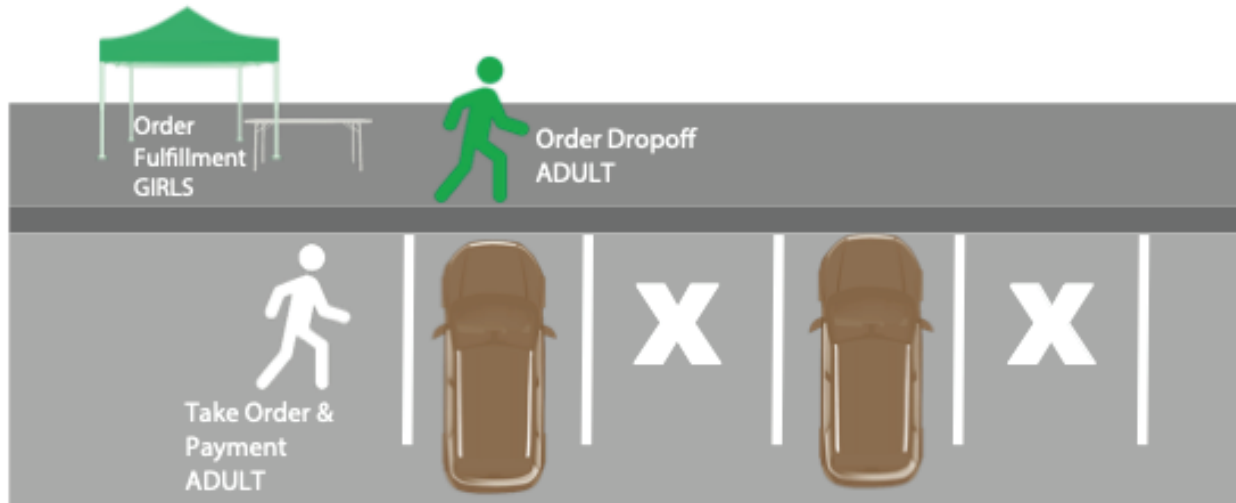
1. Enter
2. Stop (order placement)
3. Drive Forward
4. Stop (order pickup)
5. Exit
6. Thank You
7. Troop Sign
8. Safety cones or improvised barrier for traffic flow and to rope off girl area

Safety:

- Girls must remain in fulfillment area throughout the duration of booth
- Only adults may approach vehicles
- Cars must never impede traffic or business parking

Curbside Booths

Curbside Setup:



Steps:

1. Cars enter parking spot
2. Adult takes order or takes name for pickup
3. Adult processes payment
4. Adult brings order to girls
5. Girls prepare order
6. Adult brings order to customer

Signage Ideas:

1. Enter
2. Park Here for Order Pickup
3. Park Here to Place Order
4. Thank You
5. Troop Sign
6. Safety cones or improvised barrier to rope off girl area

Safety:

- Girls must remain in fulfillment area throughout the duration of booth
- Only adults may approach vehicles
- Cars must never impede traffic or business parking
- Mark off alternating parking spots to maintain social distancing while approaching vehicles

Lemonade Stands



What is a Lemonade Stand?

Lemonade style stands are small scale booths usually in your neighborhood. Neighborhood lemonade stands, like Walkabouts, can be held by one girl and one adult.

Where can we set up a Lemonade Stand style booth?

Set up your lemonade stand in your front yard or a central location in your neighborhood and invite neighbors to drop by.

Share your “open” times and location with your community and on personal social media.*

Do not enter your lemonade stand as a booth since that information is shared publicly. Lemonade stands should be for your neighborhood only. For safety and security, we want to keep all girls’ personal information like full name, address, phone and email anonymous.

Ensure you have proper permissions from your neighborhood or homeowner association prior to setting up any public booth.

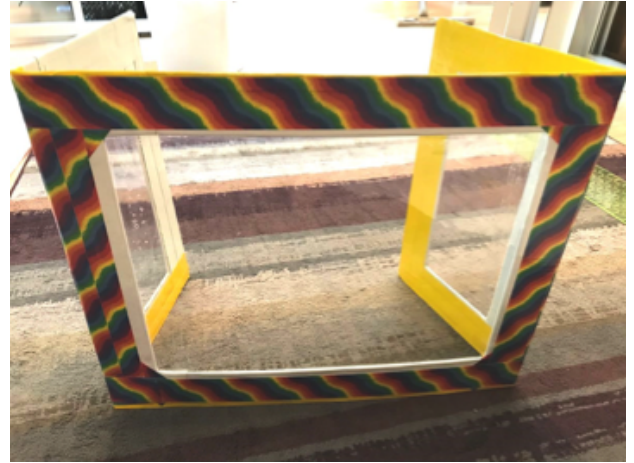
**Do not share on public social media. Do not share on social media if you are uncomfortable in sharing your personal information*

DIY Tabletop Shield

Easy DIY Sneeze Guard

Supplies:

- Tri-Fold Presentation Board
- Clear Plastic Sheeting (plastic tablecloth, shower curtain, etc.)
- Duct tape
- Box cutter/mat knife
- Pencil
- Ruler
- Scissors
- Bricks (or any type of weighted objects)



Instructions:

1. Measure out your windows. Create a box leaving at least 4 inches around the border on the front and on each side of the board.
2. Have an adult cut the windows out of each panel of the tri-fold board
3. Measure your plastic film. Make sure the film is larger than the opening. Cut out the film and tape to the inside of the board. Make sure to seal all edges.
4. Tape a weight to the bottom portion of the board to keep it from blowing over.

Intermediate Sneeze Guard: Build Your Own!

If you'd like to work on a building project AND have something for booths, check out this barrier made out of wood and plastic roofing! The instructions are linked below via QR code:



DIY Face Shield



Easy DIY Face Shield

Supplies:

- Clear Acetate sheets (or Dura-Lar)
- 1" KNIT ELASTIC (1" x 3yards)
- Scissors
- Ruler
- Stapler
- 1" Polyurethane Foam Strip

Intructions:

1. Trace the template onto a sheet of plastic and cut out with scissors. To download a printable template, scan the QR below. When you go to print, you may need to tile the image, then cut/piece together the template with tape as it is a little larger than most printers will allow.
2. Now, cut a 13" strip of elastic, then staple each end to the top, non-curved corner of the shield shape to form a head band.
3. Cut a 6" strip of polyurethane foam and attach across the, inside edge of the shield to cushion the forehead.
TIP: Be sure the foam covers all staples.

