

DRIVE-THRU COOKIE BOOTH

Requirements and Recommendations

Girl Scouts–Arizona Cactus-Pine has the following requirements and recommendations to ensure you operate socially safe drive-thru cookie booths.

REQUIREMENTS

- All locations must be requested through eBudde as a My Sale. Enter “Drive Thru” in the Contact field.
- You must have permission from the property management company to use their lot, make sure it is a large enough space to be able to keep girls away from traffic.
- Everyone must wear masks.
- There must be two adults and between two and eight girls.
 - Roles for girls – Creating and marketing signage to encourage customers, relaying information between stations, placing cookies in cars
 - Roles for adults – money handling & transactions, sanitizing baskets, supervising cookies to car transfers
- Maintain 6’ social distancing. See attached layout for suggested traffic pattern.



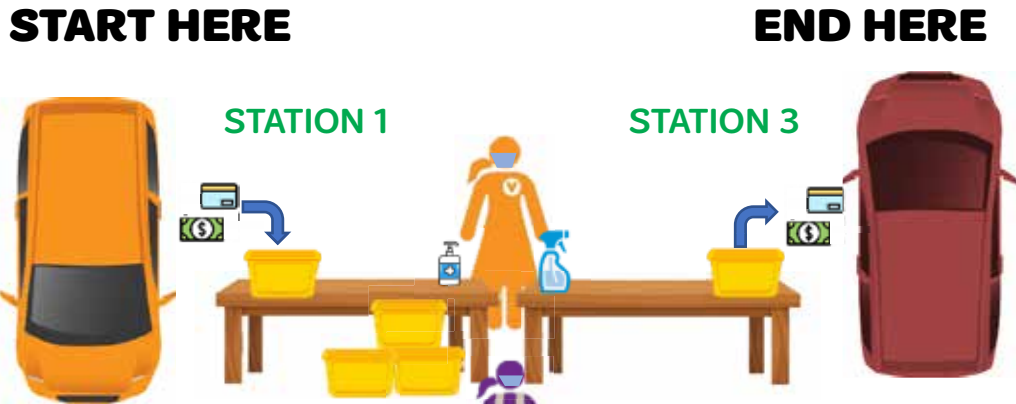
RECOMMENDATIONS

- Keep stock of cookies under table to limit contact and shade from sunlight & only pull out packages requested by customer
- When a customer pulls up to the table, please ask them to put the vehicle is park
- Encourage cashless transactions if possible (i.e. CloverGo App or Cookies in Hand from Digital Cookie)
 - If using Digital Cookie, alternate between girls to share credit or reassign sales in eBudde
- Consider using coolers without ice for storing chocolate varieties as weather gets warmer
- Assign jobs for the entire day (i.e. one person is handling money, one is handling cookies)
- Clean all tables and chairs several times throughout the day
- Have hand sanitizer available at every station for use between each customer transaction
- Use posters to advertise price and goals that also encourage social distancing
 - Consider printing the Cookie Varieties flier from eBudde Help Center as it will show nutritional information without customers having to handle packages. Place in a plastic sleeve that can be wiped between transactions
- Have bins or trays available for safe money transactions. Consider creative options – plastic shoe boxes, cookie sheet, Tupperware – something able to be easily cleaned between transactions

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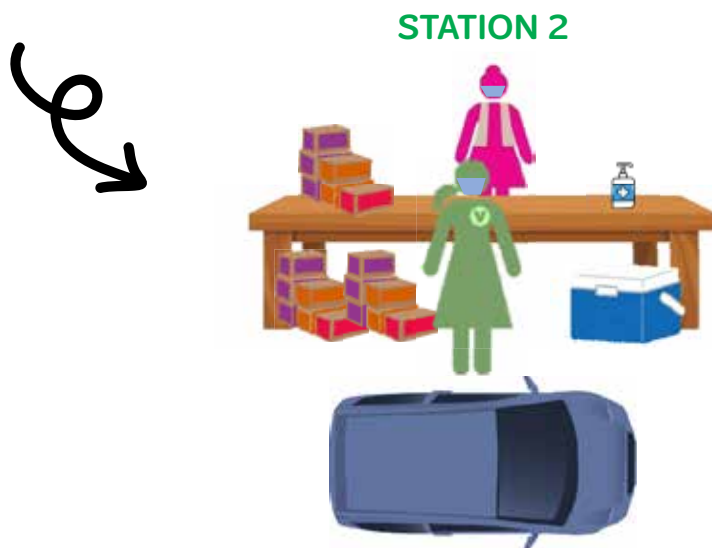
Safe Selling Process

The following safe selling strategy is based on Girl Scouts–Arizona Cactus-Pine Council guidelines for outdoor retail sales, Girl Scout safety policies, and recommendations to ensure you operate socially safe drive-thru cookie booths.



- Customer drives to station 1
- Adult volunteer stands 6' away from car and takes cookie order
 - Volunteer lets Girl Scout know what cookies to have ready at station 2
- Customer utilizes basket at end of table to deposit payment method
- Volunteer asks customer to roll up window while grabbing basket with payment
- Volunteer processes payment and returns change/credit card back to basket at end of table of station 3

- Customer drives to station 3
- Customer's change/credit card is returned at this station
- After basket is empty and customer drives away, basket is to be sanitized



- Customer drives to station 2
- Girl Scout will get order ready and place on table
- Customer is asked to open back seat or trunk of car
- Volunteer takes order from table and deposits into back of vehicle and sends customer to station 3