



## 2020 Fall Product Program Girl Delivery Safety Guidance Tip Sheet

*The COVID-19 pandemic continues to change as infection rates rise and fall in different areas. We continue to follow local county guidelines and national health directives.*

GSGLA would like to provide our girls, families, volunteers, and staff with safety guidelines to assist with the delivery of fall products. The Fall Product Program is a platform for girls and their families to work together in ways they are most comfortable.

### Online Orders received for Girl Delivery

- Customer has selected Girl Delivery
  - Choosing from 16 items including GOC (products are identical to the order card), the customer has paid with a credit card. Product is picked up from the troop by the girl and her parent/guardian, and then delivered via porch delivery or curbside pick-up. See below for information on **Safe Delivery to your family and friends (“Sweets to the Streets”)**.
- Gift of Caring (GOC) orders can be placed and paid for online via M2OS. GOC can also be purchased as a standalone item, whether a shipped or girl delivered order.
  - GSGLA distributes product to our GOC partners. The Girl Scout (or her family) does not handle the financial transaction or the product – **completely contactless** in respect to the girl and her family.

### In Person Sales – Order Card Delivery

All Order Card purchases are girl delivered – The Girl Scout can provide her M2OS link and the customer can then pay online. See below for **Safe Delivery to your family and friends (“Sweets to the Streets”)** for safety guidelines.

### Prepping orders for delivery

Girl Scout works with her parent/guardian to prepare her orders for safe delivery. We recommend the following:

- Print the customers’ orders from M2OS.
- Sort product and place them in bags or boxes.
- Add a thank you note.
- Contact the customer via text, phone call, or email to arrange a convenient “Sweets to the Streets” porch delivery or curbside pickup. If you need to receive payment you may do that over the phone when you arrange your delivery.

## **Safe Delivery to your family and friends – “Sweets to the Streets”**

The safety recommendations provided below are to assist families with safe practices as they deliver orders to their friends and family. Options depend on the comfort level of your family.

### **Porch Delivery**

- Girls must be accompanied by a parent/guardian when making deliveries.
- Contact your customer to schedule a delivery date and time. If you are delivering multiple orders on the same day, develop a route to make delivery efficient.
- Wear a face mask/covering, gloves, and use hand sanitizer as necessary.
- If the customer ordered via M2OS the payment was completed online.
- If the customer ordered via the order card, they need to pay for their purchase.
  - Be prepared with your troop’s Cheddar Up account information so that you can process a contactless transaction. Click [HERE](#) for Money Handling Procedures.
- Girl and parent place the product on the porch, knock and step back 6 feet.
  - Wait to for the customer to open the door and pick up their package or wait in your car to make sure the customer has received their merchandise.
  - If the customer does not open the door you can call, text or email them to let them know you have delivered their order and confirm they have retrieved their items from their porch.
- Thank your customer for supporting you.

### **Curbside Pick-Up**

An alternative to Porch Delivery is Curbside Pick-up:

- Arrange pickup date and time.
- Ask your customer to call or text your parent when they arrive.
- Everyone should wear a face mask/covering, gloves, and use hand sanitizer as necessary.
- Ask them to stay in their car, place the car in park, and turn off the engine.
- The customer can roll down their rear passenger window or open their trunk.
- Girls should approach the car only when accompanied by an adult.
- Place the order on the back seat or in the trunk.
- Step away from the car.
- Thank your customer for supporting you.

If you have any questions regarding the safety delivery guidelines, please contact your Girl Scout’s Troop Chair or your Service Unit Fall Product Chair.