

This guidance is being provided as of the Edition Date above (when a vaccine has not been made readily available). Girl Scouts of the Missouri Heartland (GSMH) can modify this guidance, from time to time as circumstances change.

COVID-19 is an extremely contagious virus that spreads easily in the community. Take all reasonable precautions to limit potential exposure for girls, volunteers, and families.

The COVID-19 pandemic continues to change as infection rates rise and fall in different areas. There may be regional differences or developments since this guidance was published. Continue to follow local, state, and [national](#) directives.

Restrictions vary greatly from state to state, county to county, and even from town to town—and frequently change. GSMH requires following the most restrictive guidelines as the health and safety of our members is our top priority. For example, if your local guidelines do not require masks in public, GSMH does. Therefore, masks must be worn for all Girl Scout activities.

**Online Options for Fall Product Program.** The 2020 Fall Product Program can be a 100% online program, which limits person-to-person contact. Our Fall Product Program Company, M2, has provided a great online platform this year which is allowing girls to participate in the program virtually. Girls are encouraged to participate in this manner. However, we know that some will be seeing their family members in person and will want to take their order. In this case, parents should be encouraged to enter their girl's in-person orders into the online system. More information below.

**Fall Product Program Training.** Troop coordinators will communicate to families how, when, and where training will take place. Virtual trainings are encouraged but not required. If an in-person training is needed, the strictest COVID-19 guidelines must be followed. GSMH requires following the most restrictive guidelines as the health and safety of our members is our top priority. For example, if your local guidelines do not require masks in public, GSMH does. Therefore, masks must be worn for in-person training.

**Materials for Fall Product Program.** Troop coordinators will distribute materials to families and will communicate to troop leaders how, when, and where materials will be available for pickup. If the troop is utilizing virtual training, then a contactless system for family training supply distribution is recommended, like a plastic tote with a lid to hold materials for porch pickup. This allows for troops to collect their needed supplies prior to the scheduled training.

Troop coordinators will receive the following supplies and materials to distribute for participation in the program.

- Girl Order Card
- Money Collection Envelope
- Family Flyer
- Troop Bank Account Deposit Slips

**Girl Permission Slip.** To help with as much touchless activity as possible, Fall Product Program forms will be available to complete and submit online. The [Girl Permission Slip](#) will need to be completed online prior to the start of the program.

**Taking Orders.** Girls are encouraged to utilize the online platform as much as possible. This enables girls to ask friends and family for support without having to meet in person. Links to the girl's online store can be sent through email, social media, or ecard through the system.

Girls can also make phone calls to friends and family to take orders over the phone. Remember, all orders must be paid for at the time that the order is placed. All girl delivery orders must have payment made when turned in to the troop coordinator.

When you are taking nut and chocolate orders in person, use personal protective equipment, wash hands frequently, and use hand sanitizer often. Encourage each customer to use their own pen or enter their orders onto the online platform using their own device. Collect payment for all in person orders at the time of order taking.

*Magazine orders must all be completed online as this is the only manner that M2, the Fall Product Program Vendor, accepts magazine orders.*

**Contactless Payment.** Cash Apps are a great way for contactless payment. Peer to Peer apps such as Venmo, PayPal, Zelle, Square, etc. can be used for contactless payment from a customer to a parent (girl) or from parents (girls) to troop coordinators.

**Sending In-Person Orders to the Troop Coordinator.** Parents should enter any in-person orders on the M20S platform themselves. Once all orders for a girl are entered, parents should send the troop coordinator a photo via text message of the bottom of the girl order card NO LATER THAN November 20. The parent should total the orders in advance of sending the photo. Troop coordinators should then send the parent the totals for all girl-delivered sales and the amount of money due for in-person sales (girl-delivered orders entered online are paid for at the time the order is placed).

**Collection of Money Due to Troop.** Troop coordinators will distribute deposit slips from the bank, that include the troop account information on it to each family during material distribution. Providing deposit slips to parents allows parents to deposit directly to the bank, limiting person-to-person contact. After each deposit, parents should send a photo of the bank-verified deposit slip to the troop coordinator.

All in-person sales must be entered into M20S no later than 10:59 p.m. on November 21. Do not submit girl-delivered orders until you have submitted all funds through cash apps or bank-verified deposit slips.

**Picking Up Ordered Product.** Fall Product items will be delivered the week of December 9. Prior to pick-up day, troop coordinators will communicate to families how, when, and where product will be available for pickup. A no-contact system for troop product distribution is recommended.

**Delivery of Orders.** A no-contact delivery method is encouraged, like no-contact porch deliveries. With this, girls should pre-arrange a delivery time with customers. Once arrived, call or text to let the customer know you are there. Girls can then leave their order on the doorstep and back a safe distance away. Once the customer answers the door, girls can then thank them for supporting their goals.

If a customer isn't home, girls can also leave it on the porch, take a photo, then text the photo to the customer to let them know it has been delivered. Girls should use personal protective equipment, wash hands frequently, and use hand sanitizer often.

Consider a handwritten note with orders for a personal touch. When delivering, ask customers if and how they would like you to contact them when it is Girl Scout Cookie time—consider asking for an email address for online orders.

**Picking Up Girl Recognition Items.** A no-contact system for recognition distribution is recommended. Prior to pick-up day, troop coordinators will communicate to families how, when, and where recognitions will be available for pickup. Please count the items within 24 hours of receiving the recognitions and report any shortages immediately.

**Questions? Contact us!** If at any time before, during, or after the Fall Product Program you have questions, first contact your troop coordinator. If you do not get the answers that you need, please reach out to us at [info@girlscoutsmoheartland.org](mailto:info@girlscoutsmoheartland.org).