

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 Fall Product Program can be a 100% online program, which minimizes work for volunteers, while also limiting person-to-person contact.

Training for Fall Product Program. On September 21 and 22, we will be offering two virtual training options for Service Unit Fall Product Program Coordinators (SUFPPC).

Training Troops for Fall Product Program. GSMH will provide a PowerPoint Presentation for SUFPPCs to utilize when training troop leaders for the 2020 Fall Product Program—this should be utilized as the main training opportunity. GSMH Product Program Specialists (PPS) are available to assist with virtual training. 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.

Training Supplies for Fall Product Program. Training supplies were mailed to SUFPPCs the week of September 14. These supplies are shipped directly from M2, the Fall Product Program vendor. SUFPPCs were also shipped copies of COVID-19 Guidelines to distribute to troop coordinators and families. We recommend that each SUFPPC utilize a no-contact system for troop training supply distribution, like a plastic tote to hold materials for porch pickup.

Training Supplies Being Sent Directly from M2

- Large White Troop Envelopes
- Girl Order Cards
- Money Collection Envelopes
- Fall Product Program Troop Guides
- Family Flyers
- Troop Leader Training Packets

In the large white troop envelope, SUFPPC should place the following.

Place One Per Troop

- Troop Leader Training Packet
- Fall Product Program Troop Guide
- Copy of COVID-19 Guidelines for Troops
- Copy of COVID-19 Guidelines for Families

One Per Girl

- Girl Order Card
- Money Collection Envelope
- Family Flyer

Distributing Training Supplies. If the service unit is utilizing virtual training, then a contactless system for troop 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.

SUFPPCs will be provided a list of troops and girls in the service unit to separate the supplies into the troops. Please write the troop number and number of girls registered on each troop envelope. SUFPPCs should communicate to troop leaders how, when, and where materials will be available for pickup.

Paperwork and Forms. To help with as much touchless activity as possible, forms will be available to complete and submit online. The following forms are available to complete online.

- [Service Unit Coordinator Agreement](#)
- [Troop Coordinator Agreement](#)
- [Girl Permission Form](#)
- [2% Option Form](#) (Troops of Junior or older Girl Scouts)
- [Rally Patch Order Form](#)
- [Service Unit Bonus Worksheet](#)

Distribution of Product to Troops. Fall Product items will be delivered the week of December 9. SUFPPCs will be contacted with a scheduled delivery day. Prior to delivery and pick-up day, SUFPPCs should communicate to troop leaders how, when, and where product will be available for pickup. Allow at least 15 minutes per troop with at least 5 minutes in between to minimize the number of people in the location. We recommend that each SUFPPC utilize a no-contact system for troop product distribution.

Distribution of Recognitions to Troops. We recommend that each SUFFPC utilize a no-contact system for recognition distribution. SUFFPCs should communicate to troop leaders how, when, and where recognitions will be available for pickup.

It is recommended to include a copy of the Girl Scout Rewards report for each troop along with a copy of the troop recognition order. The volunteer picking up recognitions must count the items within 24 hours of receiving the recognitions and report any shortages to the SUFFPC. If there is a shortage, contact GSMH immediately.