

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 minimizing work for volunteers, while also limiting 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.

Troop Coordinator Training. Service Unit Fall Product Program Coordinators (SUFPPC) will contact troops with details regarding training. All troops who wish to participate in the program must have a registered, background checked adult participate in the service unit training. Service units are encouraged to host virtual trainings.

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. SUFPPCs will distribute training materials to troop coordinators. SUFPPCs will communicate to troop leaders how, when, and where training supplies will be available for pickup. Troop coordinators will receive the following supplies and materials to distribute for participation in the program.

Materials for Troop

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

Materials to Distribute to Families

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

Distributing Training Supplies. Troop coordinators should assemble a “packet” for each girl in the troop. Coordinators should write a girl’s name on the outside of the packet and slip the other materials inside. 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.

If you are planning an in-person training for your troop, hand each family their packet when they arrive. 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.

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.

- [Troop Coordinator Agreement](#)
- [Girl Permission Form](#)
- [2% Option Form](#) (Troops of Junior or older Girl Scouts)

COVID-19 Guidelines for Families. Each family will receive an email containing the Fall Product Program COVID-19 Guidelines for Families. Troop coordinators will receive a copy of this in the training packet. If needed, troop coordinators may also make copies or send photos of the guidelines to families.

In-Person Order Collection. 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. Prior to the program, troop coordinators should communicate with the troop’s bank—ask about policies regarding parents making deposits into the troop account. If possible, get extra deposit slips from the bank, write the troop account information on it (girl’s name) to distribute to each family during training material distribution.

Providing deposit slips to parents allows them 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 collected all funds, or bank-verified deposit photos.

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.

Picking Up Troop Product. Fall Product items will be delivered the week of December 9. Prior to pick-up day, SUFPPCs will communicate to troop coordinators how, when, and where product will be available for pickup. It is recommended to allow at least 15 minutes per troop with at least 5 minutes in between to minimize the number of people in the location—please ensure prompt arrival. A no-contact system for troop product distribution is recommended.

Picking Up Girl Recognition Items. A no-contact system for troop recognition distribution is recommended. SUFPPCs will communicate to troop coordinators how, when, and where recognitions will be available for pickup. The volunteer picking up recognitions must count the items within 24 hours of receiving the recognitions and report any shortages to the SUFPPC. If there is a shortage, contact GSMH immediately.

Distribution of Product to Families. Prior to delivery and pick-up day, troop coordinators should communicate to families how, when, and where product will be available for pickup. Allow at least 15 minutes per family with at least 5 minutes in between to minimize the number of people in the location. We recommend that each troop utilize a no-contact system for product distribution.

Distribution of Recognitions to Families. We recommend that each SUFPPC utilize a no-contact system for recognition distribution. Troop coordinators should communicate to families 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 girl so that families know they have received all earned items. Families should 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 SUFPPC. If you do not get the answers that you need, please reach out to either your Product Program Specialist, Troop Support Specialist, or New Leader Specialist at info@girlscoutsmoheartland.org.