

Intro to Cookie Booths

How to conduct a socially distanced booth:

Please practice social distancing when interacting with customers. Please do not attend a booth if you are uncomfortable in doing so or if you do not feel well.

- Wear a mask
- Wash hands frequently with soap and water or use hand sanitizer when soap and water is unavailable
- Stay 6 feet away from customers
- Utilize credit card transactions as much as possible
- Follow your community's social distancing guidelines
- Avoid touching your face
- Bring masking tape, cones or some sort of line marker to show where customers should stand.
- Post appropriate signage at each booth to alert customers of social distancing instruction
- Post mask sign to alert customers that they must wear face coverings while at a booth
- If you have a rectangular table, consider using it lengthwise rather than horizontal (space permitting)



Ratio

To maintain social distancing, it is recommended that there only be 2 adults and 2 girls at each booth table. No more than 3 girls should be at a booth. A business may request only a certain number of people at a booth. Troops should follow the location's guidance. Troops may rotate girls throughout their booth shift to give more girls an opportunity to attend a booth.

Tools

Get creative. Use a box or bag system to hand off cookies and payment methods.

- Bag: Place cookies in bag and place on the table. Back away and let the customer collect the bag.
- Box: Place the cookies in a box or bin and let the customer pick up their cookies out of the box. You may also use a tool to slide the box toward the customer.

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No Contact Delivery Ideas:

- Communicate with your customer to determine where they would like their cookies dropped off
- Knock on the door and leave the cookies. Then back up 10 feet, have the customer take their cookies and leave payment. Collect payment no less than 6 ft away from customers
- Consider scheduling trunk pick-ups at a central location and scheduling customer pick-up times to minimize the number of people there at once
- Find a special way to say “thank you!” – whether through a thank you video or a personalized note, your girls will want to show their customers some appreciation!
- Always have an adult present with any delivery

Prepay & Pickup Curbside:

- Secure your curbside booth location, such as your local library parking lot. Be creative considering locations and opt for customer convenience. Be sure to get permission from the location and enter the drive thru booth into eBudde to be reviewed. All drive thru booths must be approved by council.
- Share the Troop URL link via text, email or online meeting.
- Review and approve orders, and pick-up cookies from cupboards as needed
- The day before the booth, have girls work together to prepare the orders.
- Enclose a personal thank you note with each order.
- Consider sending email reminders to customers about booth location and hours.
- On the day of the event, stage the cookies for pick up, assign roles and responsibilities
- When customers arrive, verify orders and place cookies in cars—contact free
- Congratulate the girls on a job well done!

NOTE: You can use the Troop URL Link to promote touchless transactions at your regular booths too! Share the link on-site by:

1. Use OCR capabilities
2. Texting or emailing it to customers
3. Posting it on a large sign at your booth
4. Creating a free QR code ([the-qrcode-generator.com](https://www.the-qrcode-generator.com)) and post the code for customers to scan