

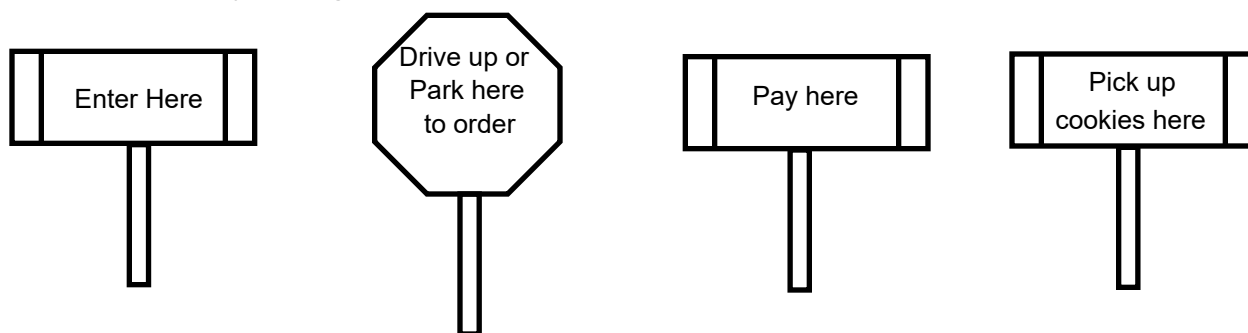
Drive-thru Booths

How to Conduct a Drive-thru Booth:

Just like finding other My Sales booth locations, you may find a location ideal for a drive-thru booth. This could be a business, place of worship, a school or college parking lot, or an open lot or large location where you can set up a driving path. Make sure it's easily accessible by car and that it can be seen from the road. This is also a great way to conduct a contact-free booth. Just like a regular booth, you will need to get permission from the owner to be there, enter it into eBudde, and have the booth approved before conducting the booth.

Setup:

Set up your booth and mark out an area where customers should drive up or park. Make sure you have plenty of signs or even an extra adult to help direct customers where to go.



Consider using stations to limit exposure to customers and touch points. Use Digital Cookie mobile app for Credit Card payments.

Ratio:

*No more than four girls at drive-thru booths. Keeping safety in mind - older girls can approach vehicles *with an adult*, but younger girls may not. That said, if you're not comfortable with having girls approach vehicles at all, then don't have them approach. Girls must stay behind their booth table or in a designated area away from traffic and customers. A minimum of two adults are required at every booth. Daisy, Brownie, Junior troops require an additional two adults that stay with the girls in their designated area, while additional adults approach vehicles.

*These ratio recommendations are guidelines. Number of girls/adults at any booth depends on what works best for the set-up/location. Also, consult current state/county/local coronavirus/COVID-19 guidelines, re: total number of group and households. For example: no more than 10 girls/adults from no more than 2 households.

Booth Approval:

All drive-thru booths must be approved by business/property managers and entered into eBudde and approved by SUCM - following the same process as all other My Sales Booths.

Drive-thru Booths

Safety:

Safety is the number one priority. During drive-thru booths, safety measures must be increased. Please abide by the rules outlined here and add additional safety measures relevant to various locations if needed.

*More on Ratios:

- Drive-thru booths may need to have additional adults depending on booth setup.
- Daisy and Brownie troops must have two adults remain at the table with girls throughout the duration of the booth, plus additional adults to approach vehicles.
- Additional adults must be present to take payment, distribute orders to pickup location, and to guide traffic.
- Should a girl need to leave their table for any reason, two girls and one adult must accompany girls.
- Juniors to Ambassadors may conduct a drive-thru booth with two adults or more.

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For example: no more than 10 girls/adults from no more than 2 households.

Drive-thru Booth Location Guidelines:

- Drive-thru sites must have adequate space for table setup and traffic flow.
- Drive-thru sites must not interfere with public traffic flow.
- Drive-thru sites must not interfere with neighboring business parking.

Location Suggestions:

- Business parking lots closed on Saturday and/or Sunday (i.e. banks)
- School/college parking lots
- Places of worship parking lots
- Vacant store parking lots
- Office parking lots

Restrictions:

- Drive-thru booths cannot be held after dusk.
- Younger girls cannot approach a vehicle. Older girls can approach a vehicle accompanied by an adult volunteer or caregiver.

1/2020 Update: Troop volunteers, parents/caregivers at booths - you may get questions about palm oil in Girl Scout cookies. Review the [GSUSA resource](#) for adults and girls to help answer questions.

Drive-thru Booths

Straight or Drive-Thru Booth Setup Example:



Steps:

1. Cars enter lot - ensure ample space for cars waiting.
2. Customer places order with adult.
3. Adult takes payment with Digital Cookie app.
4. Adult tells girls what the order is - this is a great role for an additional adult. They can communicate orders with order fulfillment center.
5. Girls fulfill order.
6. Adult gathers order from fulfillment.
7. Adult gives customer their order. This could be contact free in trunk or back seat. Or the adult can utilize the bin technique.

Signage:

1. Enter
2. Stop (order placement)
3. Drive Forward
4. Stop (order pickup)
5. Exit
6. Thank You
7. Troop Sign
8. Safety cones or improvised barrier for traffic flow and to rope off girl area

Safety:

- Girls must remain in fulfillment area throughout the duration of booth.
- Only older girls can approach a vehicle accompanied by an adult volunteer or caregiver.
- *Four adults must be present for Daisy and Brownie booths. Two adults to stay with girls and two adults to approach cars.
- Cars must never impede traffic or business parking.

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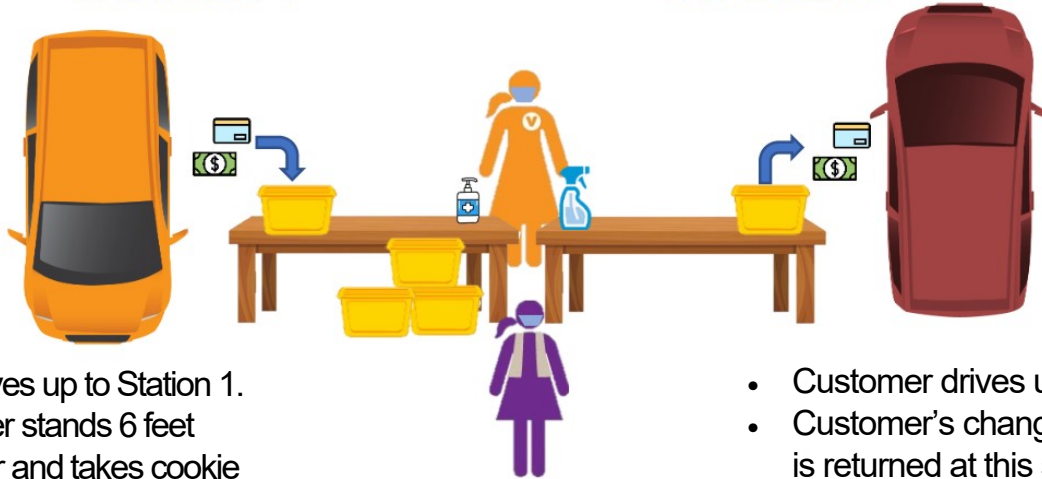
Drive-thru Booth "Horseshoe" Setup Example:

START HERE

END HERE

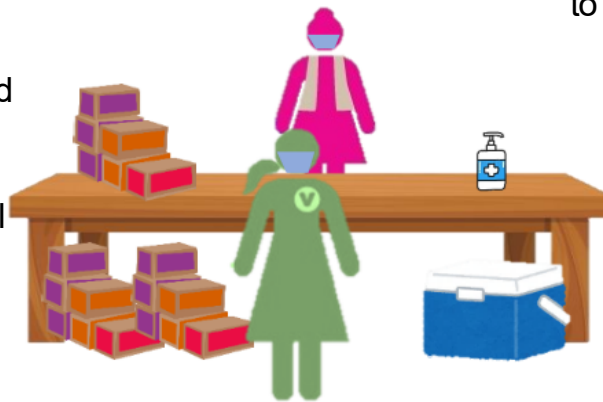
STATION 1

STATION 3

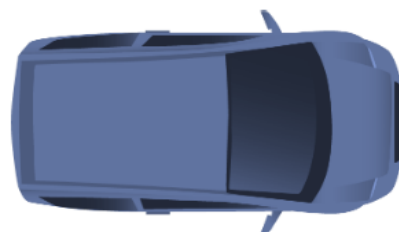


- Customer drives up to Station 1.
- Adult volunteer stands 6 feet away from car and takes cookie order.
- Volunteer lets Girl Scout know what cookies to have ready at Station 2.
- Customer utilizes basket at end of table to deposit payment method.
- Volunteer asks customer to roll up window while grabbing basket with payment.
- Volunteer processes payment and returns change/credit card back to basket at end of table of Station 3.

- Customer drives up to Station 3.
- Customer's change/credit card is returned at this station.
- After basket is empty and customer drives away, basket is to be sanitized.



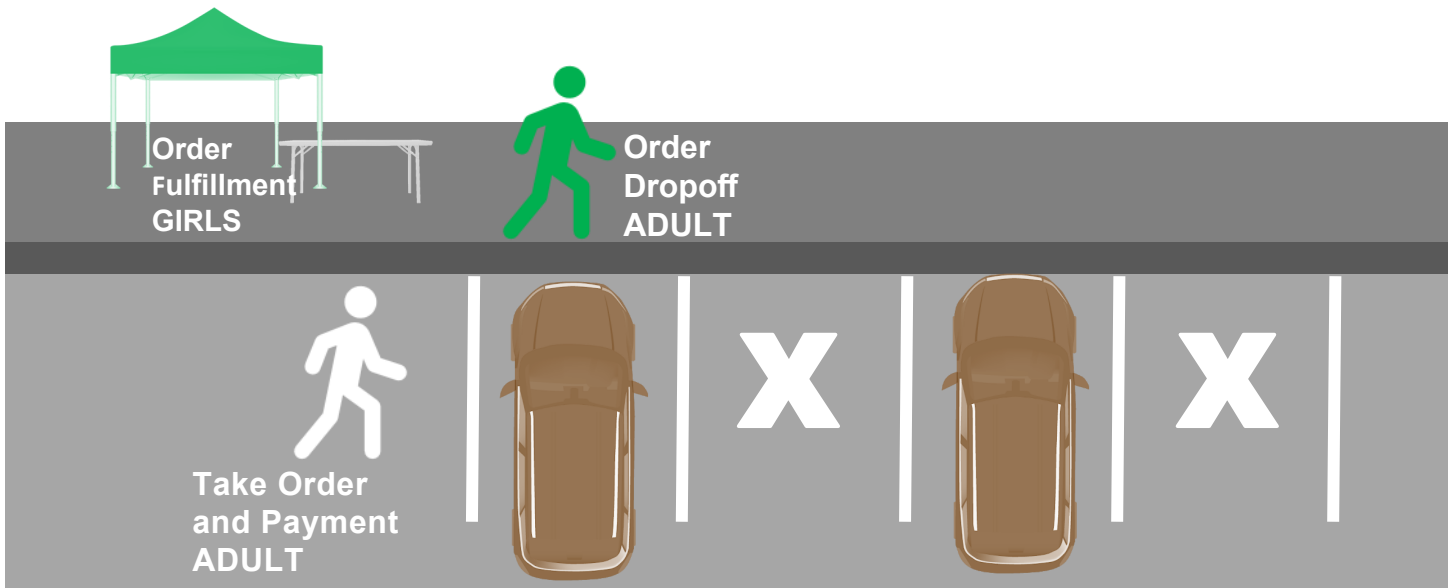
STATION 2



- Customer drives up to Station 2.
- Girl Scout will get order ready and place on table.
- Customer is asked to open back seat or trunk of car.
- Volunteer take order from table and deposits into back of vehicle and sends customer to Station 3.

Drive-thru Booths

Drive-thru Booth Curbside Setup Example:



Steps:

1. Cars enter parking spot.
2. Adult takes order or name for pickup.
3. Adult processes payment.
4. Adult brings order to girls.
5. Girls prepare order.
6. Adult brings order to customer.

Signage:

1. Enter
2. Park Here for Order Pickup
3. Park Here to Place Order
4. Thank You
5. Troop Sign
6. Safety cones or improvised barrier to rope off girl area

Safety:

- Girls must remain in fulfillment area throughout the duration of booth.
- Only adults and/or older girls with an adult or caregiver may approach vehicles.
- *Four adults must be present for Daisy and Brownie booths. Two adults to stay with girls and two adults to approach cars.
- Cars must never impede traffic or business parking.

Mark off alternating parking spots to maintain social distancing while approaching vehicles.

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