

## **Guidelines for Girl Scout Cookie Program Reward Distribution**

We know girls and families are eager to receive their well-earned Girl Scout Cookie Program recognitions. In accordance with public health and safety guidance given in March 2020, distribution of physical recognitions was prohibited. Given recent announcements from the governors of Oregon and Washington, GSOSW has re-evaluated this prohibition and has developed guidelines for volunteers to distribute recognitions to girls safely. ***When your county has applied and been approved for Phase One, service unit product managers (SUPM) are permitted to distribute rewards according to GSOSW guidelines.***

Please note that accepting or distributing recognitions is entirely voluntary and not required. Any service unit volunteer, troop volunteer, or family who does not wish to separate, distribute or accept items is not required to do at this time. If an order will not be collected, it is the responsibility of the lead volunteer to retain the items until the recipient is comfortable accepting them. If a family does not wish to receive their girl's order, a troop must store them, likewise for an SUPM if a troop does not wish to collect their troop distribution. Please note that the lead volunteers that support your area may elect not to distribute. We honor each individual's choices to support their own safety. A volunteer election may mean that recognitions are not distributed until a future date.

For more information regarding the local government guidance follow the links below.

Oregon: <https://govstatus.egov.com/or-covid-19>

Washington: <https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers>

### **Requirements for Distributing Recognitions**

1. Distributing party must fully read all requirements listed here as the *GSOSW Guidelines for Distributing Girl Scout Cookie Program Recognitions*.
2. Participation in distribution and/or collection of items is entirely voluntary and not required.
3. Distributing party must complete and submit the [Agreement to Deliver Girl Scout Cookie Program Girl Recognitions](#) electronically prior to distribution.
4. Distributing party must record and store a detailed listing of when, where and to whom all items were distributed. These records must be made readily available to GSOSW upon request. If there is a positive COVID-19 case associated with the distribution, public health may need SU/GSOSW to provide this information for a contact tracing investigation. Records must be kept for 60 days after distribution.
5. Distributing and receiving party must adhere to all *GSOSW Guidelines for Distributing Girl Scout Cookie Program Recognitions*.

### **Deciding Whether to Distribute Recognition Items**

Below are guidelines and requirements for the distribution of recognitions. A volunteer must consider these guidelines when deciding to distribute or accept items.

- Those who elect to distribute material must submit an [Agreement to Deliver Girl Scout Cookie Program Girl Recognitions](#) electronically prior to distribution. This agreement serves to clearly express the expectations and requirements for distribution and is submitted electronically to GSOSW.
- When the SUPM distributes to troops, and again when troops distribute to girls/families, there are four basic formats available. The distributing party may choose the format that best suits their needs. These formats are interchangeable, meaning an SUPM can have folks retrieve from a carport and then the troop can elect to deliver. See below for more information on these formats.
- Regardless of the format of delivery chosen, the *GSOSW Guidelines in distributing cookie recognitions* must be observed.

- Items will always need to be sorted and clearly labeled into individual packaging per troop or girl (into a box/bag).
- All arrangements must be made in a fashion that a troop/girl will receive/retrieve their items at a designated time so that there is only one pick up occurring at a time to reduce contact. The only exception to this is when mailing items.

#### **Available Distribution Formats:**

1. **Unsupervised pickup from private location:** Items are set out in a secure location on private property for a troop/girl to pick up at a designated time. For example on a porch/carport. Scheduling is still required. Items that are left unattended and lost because the recipient did not retrieve the items are not replaceable.
2. **Supervised pickup from designated location:** Items are set out in a secure location on public/community property for a troop/girl to pick up at a designated time. For example on a school/business parking lot. This method requires that a person be present to monitor the items until all pickups are complete. Scheduling is still required, and 6 foot distancing must still be observed.
3. **Delivery to private location:** Items are sorted and delivered to private property at a designated time. For instance, they can be dropped on a porch/carport. Scheduling is still required. A list of where and when items were delivered must still be provided. Items that are left unattended and lost because the recipient did not retrieve the items are not replaceable.
4. **Items mailed/shipped:** Items can be sorted and mailed/shipped to their destination. Any applicable shipping cost will be the responsibility of the SU/troop. A list of where and what date items were shipped must still be provided.

#### **GSOSW Guidelines for Distributing Girl Scout Cookie Program recognitions:**

Regardless of which distribution format is used, the guidelines below must be followed:

- Face coverings required during pickup and distribution.
- Maintain six feet physical distancing during any in person situations.
- Car sharing for any stage of the process to include only people you are quarantining with.
- The SUPM and lead troop volunteers who are part of the distribution process are required to complete the [Agreement to Deliver Girl Scout Cookie Program Recognitions](#) that states they will follow all GSOSW guidelines. This agreement must be completed prior to distribution.
- Those who lead the distribution process must schedule and track all pickup/deliveries.
  - Both SU and troops must be prepared to submit in writing to GSOSW a list of exactly who exchanged items and when requested. If there is a positive COVID-19 case associated with the distribution, public health officials may need GSOSW to provide this information for a contact tracing investigation. Unless otherwise required, this information may be destroyed after 60 days from the distribution
  - If desired, we have created a basic [Scheduling Template](#) that SUPMs and troop volunteers can use as a scheduling tool. There is a tab for either the SUPM or troop use.
  - Volunteers are welcome to use any system they like to coordinate and schedule. Regardless of what is used, the distributing party must be able to submit to GSOSW upon request:
    - The date of distribution
    - Time of distribution
    - Receiving party
    - Distribution format used

	<b>Option 1: Unsupervised pickup from private location</b>	<b>Option 2: Supervised pickup from designated location</b>	<b>Option 3: Delivery to private location</b>	<b>Option 4: Items mailed/shipped</b>
<b>Volunteer level that may elect to utilize this option</b>	SUPM and/or TPM	SUPM and/or TPM	SUPM and/or TPM	SUPM and/or TPM
<b>How it works</b> <i>In all circumstances the pickup must not overlap with another pickup and must involve no contact.</i>	Lead volunteer selects days and times available for pickup. Recipients select a time. Recipients collect at designated time and confirm right away when pickup is complete.	Lead volunteer select days and times available for pickup at a designated location. Recipients select a time. Recipients meet distributing volunteer at designated location.	Lead volunteers establish specific days and times that items will be dropped off at a specific location. Establish location and timeframe with recipient. Deliverer confirms with the recipient right away when delivery is complete.	Lead volunteers confirm appropriate address with recipient. Sorting, packaging and shipping activity should involve minimum contact and exposure. Tracking information should be retained and shared with the recipient.
<b>Scheduling requirements</b> <i>In all circumstances the established schedule must be recorded and be available for future submission to GSOSW if requested.</i>	Recipients must select a specific time to collect their items that does not involve any contact or overlap with another pickup.	Those who pick up items must select a specific time to collect their items that does not involve overlap with another pickup.	Ensure that the delivery time will not require any contact and that items will be retrieved by the recipient in a timely manner.	Shipper records date and time items were posted for shipping.
<b>Location example</b>	Items left on a porch or carport. Secure from the elements.	Meeting outside a private residence or in a public community location like a school parking lot.	Delivery can occur to a private porch or carport. Secure from the elements.	Items can be mailed to private or business addresses as desired.

<p><b>Factors to consider</b>  <i>In all circumstances, any lost or damaged items will not be replaced.</i></p>	<p>Area needs to be monitored for missed pickups.</p>	<p>Will require a representative to be present until the pickup schedule is complete.</p>	<p>Deliverer must connect with the recipient in advance to ensure the items will be safe and collected in a timely manner.</p>	<p>All associated costs for packing and postage are the responsibility of the shipping party. Tracking numbers must be involved.</p>
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**For those who elect to distribute recognitions, you must electronically submit this [Agreement to Deliver Girl Scout Cookie Program Recognitions](#).** The agreement states that you agree to follow GSOSW guidelines in distributing Girls Scout Cookie Program Rewards.

- Wear a face covering (in public spaces and while delivering or mailing rewards)
- Maintain six feet physical distancing.
- Carpool only with people you are quarantined with.
- Distribute rewards only when your county has been approved to enter Phase One.
- Follow one of the four basic formats available to distribute to troops and/or girls and families.
- Schedule and track pickup/deliveries with specific detail including:
  - Name of persons involved with the exchange.
  - When the exchange took place (date and time).
  - Keep on file so if requested it can be submitted to GSOSW.
- Designate which distribution format you will be using.

To complete this form follow the links or paste this URL into your browser  
<https://forms.gle/XbFUkQiGenp8EaNMA>

Thank you for your patience as we take measures to protect member safety. If you have questions regarding the distribution process please email [answers@girlscoutsosw.org](mailto:answers@girlscoutsosw.org) for assistance.

Regards,  
 Product Program Department  
 GSOSW