

Troop Pick Up from Mega Drop/Warehouse



Cookie pickup at the Delivery Agent (Warehouse) location

- Cookies will be picked up by troop representative. Please ensure you are wearing a mask.
- Troops will arrive at location at specified time and will be greeted by a GSTOP staff or volunteer who will verify their troop number.
- You will then be instructed to pull around to be loaded. To maintain social distancing, we ask that you stay in your vehicle while your cookies are loaded.
- You will be handed a clipboard with your order ticket. Please sign all copies with your own pen, pull a copy to keep and then hand the clipboard back.

- We have faith in the warehouse staff and/or volunteers to issue correct amounts of cookies – but know that sometimes mistakes do happen.
 - We will offer a no-questions asked adjustment of orders should you find when you arrive home that you have not received the correct amount of cookies. We ask that you notify your area GSTOP product staff via email by end of day on the day you pick up.

Service Unit distribution to Troops



Distributing Cookies to Troops – from the Service Unit:

- The Service Unit Cookie Chair will set up times for ONE troop representative to pick up cookies at a time. (Be sure to schedule at least 20-minute buffers into the schedule to ensure that troop leaders do not overlap and are not at the pickup location at the same time)
- SU cookie chair should count cookies and set them in a designated location with a receipt book on top of order.
- Troop cookie chair will count cookies and sign receipt with pen they brought from home OR with pen provided by SUCC –(a new pen will be provided for next troop if needed)
- Both parties will wear masks during cookie pick up.
- Troops should be prepared to load cookies into their vehicles – and social distancing must be practiced during all cookie loading.

** SUCC will schedule accordingly, knowing that loading cookies may take longer than usual.

Contactless Distribution to Families



Distributing Cookies from the Troop Cookie Chair/Leader to Families:

- The Troop Cookie Chair will set up times for ONE parent/caregiver to pick up cookies at a time. (Be sure to schedule at least 20-minute buffers into the schedule to ensure that families do not overlap and are not at the pickup location at the same time)
- Troop cookie chair should count cookies and set them in a designated location with a receipt book on top of order.
- Parent/Caregiver will count cookies and sign receipt with pen they brought from home OR with pen provided by Troop leader. If pen is provided, a box should be provided to place used pen in, then sterilized for next user.
- Parent/Caregiver will take one copy of receipt
- Both parties should wear masks/face coverings during cookie pick up.
- All cookie loading into vehicles must be done with social distancing practices in place.

