

## **Drive Thru Booth Guide**

### **What is a drive thru booth??**

A Drive Thru Booth is an opportunity for troops to safely sell cookies at an outdoor location with customers driving up in their vehicles to purchase cookies. We encourage payments to be collected via Credit Card using the ABC Smart Cookies app.

### **Drive Thru Booth Rules**

- No more than 4 registered and cleared volunteers and 4 girls may be present for each shift
- Maintain social distancing
- All participants must wear a mask at all times
  - This includes volunteers, girls, and customers
- Drive Thru Booths must be outside only
- Customers must remain in their vehicles – no walk-up table purchases
- Only adults may collect payments and place orders into customer's cars.
  - Girls should only pack the cookies for adults to place in cars
    - Girls may hold signs to attract customers, hold thank you signs at the exit, and pack orders.

Step 1 – Arrange for locations in the community with good traffic flow to allow easy entrance and exit for all customers.

Examples: Church lot on a Saturday, community centers, business parking lots

Step 2 – Create a troop secured booth in Smart Cookies to be able to use the ABC Smart Cookies Credit Card function - this can be done at the troop level. Troops may also incorporate a Virtual Booth in their Drive Thru Booth to increase sales and allow customers to pre-order for curbside pickup.

- Select Troop Secured Booth on the booth menu under the Booth Tab on the troop dashboard
- Enter the Drive Thru Booth pickup location information for the booth event
  - Check the “Is this a Virtual Pick up Booth” checkbox to create a virtual booth link that will allow customers to pre-order and enter their credit card information if the troop wants to utilize the virtual booth link as well as drive-up customers.
  - Add the dates as needed
- Each Drive Thru Booth event created will populate on the Toop Reservations page – edits can be made to the information if needed

Step 3 –How to enter a credit card payment during your drive thru event

- Using the Smart Cookie App on your smart phone, navigate to the “Booth” Tab from the dropdown menu
- Select “Take Booth Credit Card Payment”
- Enter order and credit card information

### **Best Practices**

- Partner with locations that can advertise for you! – location can advertise the troop booth on their social media to help distribute to a larger audience
- Drive Thru event locations should be in a public and well-lit area
- Maintain social distancing
- Wear masks at all times
  - All participants - adults/girls and customers should have masks on while cookies are being picked up
- Girls can make signs to help attract customers or to thank customers at the exit