

Troop Fundraisers during COVID-19: What can we do differently?

- Maintain social distancing and safety protocols:** Depending on the policies in your area and for your troop/charter org, Trailmen and families should wear masks, stay 6ft (or more) distanced from customers, and obey ALL other safety policies which have been established during all aspects of fundraising. It is also highly recommended for parents to accompany Trailmen of all ages to make sure safety protocols are being followed consistently.
- Trailmen fill out the order form:** In the past, we have handed the customer the fundraising form/binder to fill out their information and order details. At this time, it is probably best to ask the customer to tell us that information verbally and fill it out ourselves.
- Allow shipping/out-of-town sales:** In prior years, our troop has requested that all sales be local to facilitate hand delivery. This year in addition to local/hand-delivery sales, we are planning to have a shipping option.
 - Shipping fees for a single box are between \$9-16 for USPS Priority (the least expensive option for us), and that extra cost will be charged to customers. We have chosen \$10, \$12, or \$15 levels depending on the destination state with a slight discount for multiple boxes. You can estimate shipping charges on the [USPS website](#). A single box is sealed in shrink wrap; each is approximately 2.5lbs and 7" x 9" x 5"; it does not require a shipping box (which adds weight) if you just wrap it in packing paper and/or bubble wrap.
 - If you have several customers in the same city, it is possible to submit a separate CFAC minimum order of 15+ boxes to be mailed to a single customer in that city, which qualifies for free shipping. Then the other customers nearby could be notified of hand-delivery info or a pickup date and time to get their boxes. In this instance, we would of course recommend refunding any shipping charges that had already been collected. This may not be a viable option in all cases, but it was worth mentioning, especially for those Trailmen who have a large collection of family/friends in a certain area.
- Provide an online ordering option:** Some families and/or customers may prefer to buy or sell online during this time. For the CFAC Fundraiser, it is possible to set up an online store using Square for troop families to share via text/email/social media, so that customers can order directly, and this goes along nicely with selling to out-of-town customers and offering the option of shipping. Here is a link to [our troop's Square store](#) to show you an example of what it could look like. We are more than happy to help your troop set up a similar Square website. *Note: The processing fee for this options may reduce your earnings slightly.*
- Modify how you receive payments:** Handling checks/cash is a potential risk for touch points and sharing germs.
 - One of our troop parents suggested that each family create a shoebox with a slot on one end. That way, cash/check payment amounts can be visually confirmed and recorded on the order sheet, at which point the customer can slide their payment into the slot (on the side away from the Trailman) without any possibility of touching. In order to make this function well, that will require all families have some cash on hand to make change (rather than having to dig around in the box for cash).

- b. Consider offering the option of electronic payments. We've added some details about several methods for electronic payments below.
 - c. For the treasurer and any helpers who are counting check/cash payments, our recommendation is to wear gloves and a mask during that process as a precaution.
6. **Consider pre-ordering inventory:** One way to reduce contact is to pre-order some boxes. Our boys had significantly higher buy rate when they had boxes available to hand over on the spot, and this year that may be a great option for your troop to only have one interaction with each customer instead of two (order and delivery). Pre-ordering is NOT required.
 7. **Be flexible and Pray:** None of us knows what the next couple months are going to bring, so be willing to pivot and change plans if necessary. Ask for all troop families to pray diligently for health/safety during the fundraiser. Also, some troop families may not be able to participate in a fundraiser this season due to health or financial concerns, so make sure to extend understanding and grace.

Accepting Electronic Payments:

- If your troop has chosen to set up a Square store online or if the troop has a Paypal account, it is possible to create QR code(s) to print and send with the Trailmen in order to accept payment electronically. Customers are not required to have Square/Paypal logins to pay via these methods. We can provide detailed instructions and assistance with these options if needed.
- Another option for families who are interested in accepting electronic payments is to set up one or more of the following options and then send money electronically to the troop or write a check for the balance. Please make sure to encourage very detailed records.
 - In the Venmo app, push the "Scan" button at the bottom of the screen (if you haven't set up your QR code previously, push "Get Started"). Then you can push "Venmo Me" to see your unique QR code (it may simplify the process to take a screenshot of your QR code or print it rather than pulling it up in the app every time). The customer will use their "Scan Code" button on that same screen to scan your QR code to pay you.
 - In the Paypal app, select "More" at the bottom right. Then select "Get paid with QR codes", then "Go to QR codes". Your unique QR code will show on the screen. You can save a photo of your code or print it on paper rather than logging into the app every time. The customer will select the "Scan/Pay" button to scan your code and pay you.
 - Zelle has a stand-alone app but is also attached to several bank apps like "Bank of America". The basic process to set up is to register your phone number with Zelle, and then anyone sending money with Zelle can enter your phone number to send money.

If you have any questions or suggestions, please email us at any time. info@troopdallas.com

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NOTE: This is fundraiser is being organized by Trail Life TX-0147 in Dallas, Texas, and is not an officially sponsored activity by Trail Life USA National. Please do not direct any questions, comments or concerns to National regarding this fundraiser, as this is a grassroots endeavor. CFAC fully operates within the guidelines set forth by National on how troop fundraising may be conducted.