

SHAC Scout Fair

Coupon Book Sales Booth Guidelines, Rules and Procedure

Scout Fair coupon book booths are direct sales opportunities which generally are located at retail stores, businesses, organization sponsored events, farmer's markets, sporting events, or parking lots. Units must have permission to set up a table/booth to sell Scout Fair to the public. Booth sales are a joint responsibility; parents and Scouts should be included in planning, decision making and participation.



Selling coupon books help Scouts:

- **Discover** - by setting goals and seeking locations that would be beneficial to meet their goal;
- **Connect** - by establishing communications to business managers obtaining permission to hold a booth sale;
- **Take Action** - by building confidence in themselves and their abilities as they meet people, communicate effectively, and inspire others, discuss goals, deliver the Scout Fair message and make a difference in the world.

Guidelines to Obtain a Booth

1. Obtain rules, regulations, and equipment supplied by the booth location organization.
2. To submit a request for certificates of insurance go to www.shac.org/forms.
3. Units will comply with local municipal ordinances and obey the Scout Oath and Law.
4. Units are not limited to their district areas, but we recommend trying to sell in your district area first prior to traveling outside of your district area.
5. **Kroger Booths:** The Boy Scouts and Kroger have partnered again for the Sam Houston Area Council Scout Fair. Kroger has continued to commit as title sponsor providing discount coupons in each of the coupon books. For questions, contact shac.scoutfair@gmail.com.



Unit Scout Fair chairs are required to register for a Kroger booth through the link available at www.shac.org/scout-fair-leader-page/#Coupon-Books.

Violation of these policies may negatively impact future participation. Booths for all Kroger locations are confirmed and managed through the council. Do not contact Kroger managers directly; only units with confirmed Kroger locations may sell coupon books.

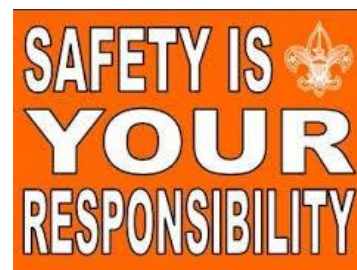
- Kroger booths are scheduled in four-hour blocks.
- Units will be permitted to register for up to four Kroger booths during the initial registration period. This allows all units to be given the opportunity to request at least one Kroger booth. The registration link will be posted on www.facebook.shac.org/shac.bsa.
- After the initial registration period, units can then register for additional Kroger booths.
- Please remember that each unit (pack, troop, crew, ship) needs to designate only one person to schedule the unit's Kroger booth appointments, and the designated person can only schedule for that one unit. There is no exception to this rule. Booking by more than one person subjects the unit's appointments to cancellation.
- All Kroger booths are pending council approval. A reminder email will be sent approximately 24 hours before your appointment. This email must be on-site during the booth sale and presented to the Kroger manager confirming the date and time slot.
- Units are responsible for confirming appointments. The best way to confirm a booth appointment in real time is to use the Genbook app available on Apple or Android, or use the Genbook system.
- Appointments need to be cancelled in Genbook to so another unit can use the spot.
- To cancel an appointment, use the Genbook system and click on "Manage an existing appointment" in the top right corner. Use the same email address that was used to original book the appointments. If you do not know your password, simply click "Forgot your password", enter the same email address used to book the appointments, and follow the directions.

Booth Supplies

- Coupon books
- tables and chairs
- unit displays of activities and events
- Sales Banner / Posters. Scout made poster can have the greatest impact. Make sure post can be read from a distance of at least 15-feet.
- Decorations
- Appropriate clothing for the weather: coats, sunscreen, raincoat
- Snacks / drinks
- Canopy, if needed

Guidelines for Booth Sale

1. The BSA's Commitment to Safety is ongoing and we want you to know that the safety of our youth, volunteers, staff, and employees cannot be compromised.
(www.scouting.org/scoutsources/HealthandSafety.aspx).
BSA Guide to Safe Scouting policies must be followed
(www.scouting.org/scoutsources/HealthandSafety/GSS.aspx).
All participants must follow youth protection guidelines
(www.scouting.org/scoutsources/HealthandSafety/GSS/gss01.aspx).
Highlights include:
 - Two-deep leadership on all outings required.
 - No one-on-one contact between adults and youth members.
 - The buddy system should be used at all times.
 - Discipline must be constructive.
2. Tour plans must be filled out, but are not required to be filed. www.shac.org/tour-plans
3. Scouts must be in field uniform to identify them as a member of the Boy Scouts of America. Activity uniforms (Scout t-shirt) are not to be worn.
4. The booth/table must be a minimum of 10-feet from the doorway and not block any customer's entrance to the store. Scouts must stand next to the table and not step out in front of a customer blocking their path in and out of the store.
5. Tables must have a table cloth/covering and appropriate identification signage identifying the Scout Fair sales and the Boy Scouts of America.
6. Only unit leaders or unit coupon book chair's phone numbers may be provided to customers.
7. It is up to the unit treasurer whether checks will be accepted by the unit for coupon sales, please determine this prior to booth sales. Have a cash box with change. Secure the cash box appropriately to avoid theft.
8. Be sure to thank the store manager or business manager for allowing your unit to hold a booth.
9. Say thank you to customers and non-customers.
10. Tipping is not accepted; however, donations are accepted and must be turned in to council toward coupon book sales. Please make this clear with parents and Scouts.



Sales Tips

1. Schedule Scouts in blocks no longer than one to two hours at a time. Try and rotate as many Scouts in the booth to ensure equal selling opportunity. Successful Booths typically have 2-3 Scouts at a time, but higher traffic locations with multiple entrances will require more Scouts.
2. Encourage Scouts to be positive.
3. Create scripted one-liners for the Scouts to use, "Support Scouts and get over \$600 value in coupons." or if at Kroger, "Want to save on your purchase today?" Get creative, yet be truthful.
4. Make attractive table displays. Display a unit goal poster and pictures of activities in which the unit has participated. Advertise your unit, its goal and how the funds will be used.

Promote

Ask parents to promote your booth sells on social media and on the Nextdoor app.

Contacts

District Scout Fair Chair: www.shac.org/scout-fair-contacts

District Coupon Book Turn-in Locations: www.shac.org/scout-fair-contacts

Unit Leader Information: www.shac.org/scout-fair-leader-page

SHAC Coupon Book Sales Chair: William Harris, shac.scoutfair@gmail.com

www.shac.org/scout-fair-leader-page