

Fundraising Guidance During COVID-19
(Effective July 27, 2020)

Fundraising guidance is being provided in an effort to give units and Eagle Scout Candidates guidance to conduct safe fundraising activities. A signed Reopening Scouting Agreement that can be found in the unit meeting guidance must be in place to conduct fundraising activities that may involve: Show-n-Sell, Christmas tree sales, yard sales, Eagle project bake sale or any non-virtual fundraising opportunity that may take place.

Review and follow [Unit Meeting Guidance](#)

Review and follow the [NH Universal Guidelines](#)

Safeguarding Guidance:

1. All fundraising volunteers shall [wear cloth face coverings](#) over their nose and mouth when working and around others in settings where social distancing may be difficult.
 - a. Cloth face masks/coverings should be worn and managed according to CDC guidance about [use of cloth face coverings](#).
 - b. People wearing face coverings must not touch their eyes, nose, mouth, or face, or adjust their face mask without first sanitizing hands. After touching face or adjusting mask, hands must be sanitized.
2. Train all volunteers on the importance of frequent hand washing and the use of hand sanitizers with at least 60% alcohol content
3. All volunteers should be screened at each meeting/activity upon arrival by asking if the individual:
 - a. Has any symptoms of COVID-19 (see Universal Guidelines for list of potential symptoms) or fever of 100.4 degrees F or higher.
 - b. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days. (NOTE: Healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer “no” to this question)
 - c. Traveled in the past 14 days either:
 - i. Internationally (outside the U.S.),
 - ii. By cruise ship, or
 - iii. Domestically (within the U.S.) outside of NH, MA, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
4. Prohibit volunteer(s) with COVID-19 symptoms or those who report a risk of exposure for COVID-19 from participating
 - a. Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors outlined above should not be allowed into the facility:

- i. Symptomatic persons should be instructed to leave the premise immediately and contact their health care provider to be tested for COVID-19 and [self-isolate](#) at home.
 - ii. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should [self-quarantine](#) for 14 days from their last exposure or return from travel.
 - iii. NOTE: Healthcare workers caring for COVID-19 patients while wearing appropriate personal protective equipment should answer “no” to this question
5. Require all volunteers to report any symptoms of COVID-19, or close contact to a person with COVID-19 to person in charge of the fundraiser. Volunteers who are sick or not feeling well must stay home or, if at work already, must leave work immediately, isolate at home, and contact their healthcare provider for COVID-19 testing. Persons who do not have a primary care provider should seek out COVID-19 testing through one of the many local [COVID-19 testing options](#). Person(s) with suspect or confirmed COVID-19 must stay home until symptom-based criteria are met for [discontinuation of isolation](#):
 - a. At least 10 days have passed since symptoms first appeared AND
 - b. At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)

Show-n-Sell and Eagle Project Fundraising Process Adaptations:

1. All fundraising should take place outdoors to reduce the risk of exposure and spread of the virus to others.
2. Fundraising activities should attempt to divide all volunteers into small groups. Typically, two to three youth works best that is supported by two deep leadership. In no event can the group size exceed 10 individuals. Small group sizes will help to limit COVID-19 transmission if someone is found to be infected.
3. Social distancing should be practiced at all times when feasible. Space seating, if used, and so that participants are at least 6 feet apart, whenever possible.
4. All baked goods need to be individually packaged and a list of who donated the product maintained. In the event of infection, the list of who donated product will be needed for contact tracing purposes.
5. Place hand sanitizer on the table or in other frequently used areas.
6. Clean and disinfect all equipment after the rotation of each fundraising team. This should occur every two hours. In addition, if a consumer/customer touches any equipment, volunteers should immediately clean and disinfect the area touched.
7. To reduce the risk of any surface being touched by a consumer/customer, it is recommended the volunteers handle all product and place in a bag or on a separate small table that can be easily set-up and cleansed after each use.
8. Where possible a Plexiglas barrier or clear plastic shield should be used as an additional barrier between the volunteers and the consumer/customer.
9. All participants need to bring their own water bottles. No shared water jugs. Water bottles should be clearly marked with the participants name on them.

10. Respect the right of business owners to have requirements over and above these recommendations.
11. [Youth Protection](#) policies must be followed at all times.

Yard Sales & Christmas Tree Sales:

1. All fundraising should take place outdoors to reduce the risk of exposure and spread of the virus to others.
2. Limit the number of customers based on the following calculation:
 - a. Total square area /36 x 50%: For example, 2000/36*50% = 28
 - b. Maximum number between volunteers and customers cannot exceed 50
3. Ensure any waiting line outside the area has demarcations spacing customers at least 6 feet apart.
4. Have a dedicated entrance and exit.
5. Practice social distancing when feasible.
6. It is advised you should require customers to wear cloth face coverings at all times. Signage and volunteers should request this before customers enter the area.
7. If feasible and reasonable, establish one-way aisles for social distancing.
8. Assign dedicated volunteers (i.e. a safety officer) to monitor social distancing and compliance with protective actions, and to prompt customers and other staff about the importance of social distancing, hand hygiene, and use of cloth face coverings.
9. Add social distancing reminder signage, personal and floor stickers in key areas in the area (e.g. check-out table).
10. Use plastic shields or barriers between customers and volunteers at check out and clean them frequently.
11. Clean and disinfect all equipment after the rotation of each fundraising team. This should occur every two hours. In addition, if a consumer/customer touches any equipment, volunteers should immediately clean and disinfect the area touched.
12. Establish a plan for the safe disposal or donation of excess items.
13. Respect the right of business owners to have requirements over and above these recommendations.
14. [Youth Protection](#) policies must be followed at all times.

Reporting an Incident:

If there is a confirmed case of COVID-19 as a result of a fundraising activity, the in charge adult leader/volunteer should:

- a. Contact the Bureau of Infection Disease Control (BIDC) at 603-271-4496, and
- b. Contact the Daniel Webster Council Office using incident@nhscouting.org
- c. [Enter the incident as a General Liability](#) claim with National
- d. Complete the [Model Contact Tracing Tool](#) and provide when asked.