

# SHAC Scout Fair 2020

## Coupon Book Sales Booth Guidelines, Rules, and Procedures

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.



### 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](http://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.



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](http://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 which ends February 2<sup>nd</sup> at 11:55 pm. This allows all units to be given the opportunity to request at least one Kroger booth. After the initial registration period, units can then register for additional Kroger booths. The registration link will be posted on <https://www.facebook.com/SHAC.BSA/>.
- 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 and Android or use the Genbook system.

### Important DATES

January 24<sup>th</sup> (after kickoff meetings) until February 2<sup>nd</sup> at 11:55 pm— initial booth registration period (only 4 appts allowed)

February 2<sup>nd</sup> – February 28<sup>th</sup> - Normal registration open (only 1 person per unit should register)

February 4<sup>th</sup> – February 28<sup>th</sup> – Kroger Booth Sales allowed with confirmation

## 2020 Kroger Selling Dates

| February 2020 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| Sun           | Mon | Tue | Wed | Thu | Fri | Sat |
|               |     |     |     |     |     | 1   |
| 2             | 3   | 4   | 5   | 6   | 7   | 8   |
| 9             | 10  | 11  | 12  | 13  | 14  | 15  |
| 16            | 17  | 18  | 19  | 20  | 21  | 22  |
| 23            | 24  | 25  | 26  | 27  | 28  | 29  |

| March 2020 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| Sun        | Mon | Tue | Wed | Thu | Fri | Sat |
| 1          | 2   | 3   | 4   | 5   | 6   | 7   |
| 8          | 9   | 10  | 11  | 12  | 13  | 14  |
| 15         | 16  | 17  | 18  | 19  | 20  | 21  |
| 22         | 23  | 24  | 25  | 26  | 27  | 28  |
| 29         | 30  | 31  |     |     |     |     |

### Adding a new booth appointment at Kroger through Genbook

- 1) Click on the Region ("Categories") for your store location (North Houston, South Houston, East Houston, West Houston, Central Houston, College Station). You will see the same name pop up to the right. Click the name on the right and you will see a list of stores.
- 2) Click your store that you want to book at and a calendar will pop up.
- 3) Click the date you want to book and the available times will pop up.
- 4) Click the time you want.
- 5) Fill in the form with your Name, Email, Phone, Address, City, State, Zip and Unit Type + Unit Number where it says "Add comment here".
- 6) If you are registering both a troop and pack, use a different email when booking for each.
- 7) Depending on your screen resolution, you might need to scroll down until you see the "Book" button. Click the button. Now you should see a confirmation message which you can print and you will also receive a confirmation email.
- 8) 24 hours before the appointment you should receive another email

### Creating a login for Genbook so you can view and cancel your appointments

- 1) On the Confirmation email you receive, scroll past the Download Options for the Genbook App and click the "Manage your appointment" link. You should see your appointment.
- 2) In the upper right corner, click the "Sign in" button. It will prompt you for a password. Create one and check the "Remember Me" box and then the "Create Account" button.

### Canceling a booth appointment at Kroger through Genbook

- 1) Appointments need to be cancelled in Genbook so another unit can use the spot.
- 1) 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.

### Why did my appointment get canceled?

- 1) If you register for more than 4 appointments with your email during the initial registration period, the surplus appointment will be canceled.
- 2) If more than one person books for your unit, your additional appointments may be canceled.

### Contacts

**District Scout Fair Chair:** [www.shac.org/scout-fair-contacts](http://www.shac.org/scout-fair-contacts)

**District Coupon Book Turn-in Locations:** [www.shac.org/scout-fair-contacts](http://www.shac.org/scout-fair-contacts)

**Unit Leader Information:** [www.shac.org/scout-fair-leader-page](http://www.shac.org/scout-fair-leader-page)