

Instructions to Patrol Leaders Greenery Distribution

As a patrol leader, it is your responsibility to distribute the greenery products to your patrol members.

1. When your patrol's greenery is unloaded and gathered, count and double count the quantities of each product and ensure that it agrees with the summary by product for your patrol.
2. Once you have signed for the delivery, you are now responsible for the accuracy of the distribution process to your patrol members. Take the greenery to your home.
3. As soon as possible, call or text the members of your patrol and arrange for them to pick up their greenery.
4. When each patrol member arrives to pick up his products, count and double count each product and make sure that it agrees with the total for that scout on the summary sheet and the scout's customer list.
5. Each box contains 10 items, except the wreath boxes which contain 5 items. Count the number of items in the box as you open it and **before** you distribute any items from the box.
6. Be careful to notice the difference between garlands and wreaths. They are often confused. Wreaths have a red bow and a bag of pinecones. Garlands do not, but do often look round. Read the label and/or the box. Garland boxes have a green stripe and wreath boxes have a brown stripe. We have 2 sizes of wreaths, so be sure you have the correct size.
7. Be sure to give each scout their customer list (attached).
8. Have your patrol member sign or initial the summary sheet. This indicates they have picked up the quantities they need.
9. Until the greenery is picked up by your patrol members, keep the products in a cool, dry place, out of direct sunlight.
10. Remind your patrol members to turn in greenery collections each Tuesday night until all money is turned in.
11. Also remind your patrol members, that they are responsible for keeping track of who they have collected from. The Greenery Chair only keeps track of total monies collected by scout, not customers paid.
12. And finally, tell your patrol members that the troop has a few extra pieces of greenery products and they are available on a first come, first served basis. Contact Anne Spradley to check availability.

Thank you for helping everyone get off to a great start in delivering the greenery!