



## 2011 Troop 17 Christmas Tree Sale Guidelines

This is our largest fundraiser and we typically make enough from it to fund the program for the year and also to pay most of the fee to send the boys to summer camp. Troop 17 has the honor of being in the same central location in town for over 50 years – as noted by the Board of Selectmen, we are ‘a *Mansfield Tradition*’.

This is not a scout only fundraiser – parental involvement is vital to the process. Scouts should not be working the tree lot without a parent.

Please be on time for your shift – the people working before you are as tired as you will be when it is time for you to go home.

The Tree Lot is open Monday – Thursday evenings from 6pm – 9pm, Fridays from 5pm – 9pm and Saturday and Sunday from 9am – 9pm.

One of the adults working the 9am – 12 noon, 12noon -3pm, 3pm – 6pm and 6pm – 9pm shifts will be expected to be the ‘money person’. This individual is responsible for collecting the money for each tree sold, counting out the money at the end of the shift and making the deposit envelope up for us to take to the bank.

Attendance is required for: Tree Lot Setup, Tree Delivery (the Saturday after Thanksgiving), your three shifts on the lot and Tree Lot Teardown (typically the week between Christmas and New Year, dependent upon the weather). If you are unable to make the set up/delivery/tear down sessions, we will have another clean up session in the spring that can be used for make up.

If you and your scout are unable to make your assigned shift, it is your responsibility to find a replacement or switch with another scout. It is not the responsibility of the troop leadership to do it for you. Replacements must be of equivalent rank, i.e. Boy Scout for Boy Scout (preferably within the same age range) and Webelo for Webelo. Please copy Mr. Ham, Mr. Healy and Mrs. Vickers on all e-mail communications regarding trades.

If you and your scout are unable to make either a shift or one of the set up/tear down days, please let us know. We will be assessing a charge of \$50 against summer camp fees for each shift that is missed without notice. This roughly equates to what the scout would have ‘earned’ towards summer camp during that shift. We will go through the sign-in sheets for each shift as well as for the pre/post sessions and let each scout know the amount for which they will be responsible.

If we sell all of our trees before the projected close date of December 21, a Calling Post message will go out to all members of the troop. Shifts that cannot be worked because the lot is closed will not be counted as missed shifts.

Thank you so much for your help in making this year’s tree sale a ***tree-mendous*** success!  
*Happy Holidays!*