**2014 Troop 17 Christmas Tree Sale Guidelines**

**C:\Users\Owner\AppData\Local\Microsoft\Windows\Temporary Internet Files\Low\Content.IE5\5J4TYJ4E\MC900322743[1].WMF**This is our largest fundraiser. We typically make enough from it to fund a large part of our award-winning program for the year, including campouts, equipment, patches, and summer camp. Troop 17 has the honor of being in the same central location downtown 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 and attendance is vital to the success. Scouts need to work the tree lot with a parent.**

Attendance is required for: Tree Lot Setup (Saturday, November 22), Tree Delivery (Saturday, November 29), your three shifts on the lot and Tree Lot Teardown (tentatively scheduled for Saturday, December 27, dependent upon the weather). If you must miss any of these sessions, you must let Mrs. Bryer know in advance; we will have another clean up session in the spring that can be used for make up.

**The Tree Lot is open Monday – Thursday evenings from 6pm – 9pm, Fridays from 5pm – 9pm and Saturday and Sunday from 9am – 9pm.** If you are on the opening shift of a day, please arrive a little early to get set up and ready for customers at the opening time.

One of the adults working the 9am – 12 noon, 12noon -3pm, 3pm – 6pm and 6pm – 9pm shifts will be designated the ‘money person’ for the shift. This individual is responsible for collecting the money for each tree sold, ‘balancing’ the tally sheet and cash box and completing the deposit envelope at the end of his/her shift. (Please note that this responsibility will not fall to first year parents or those new to the Troop 17 tree lot until they have worked at least one shift ☺. ) See the “Cash Handling Procedures” sheet for detailed instructions.

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

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 size/age range) and Webelo for Webelo. Please copy Mr. Gillogly, Mr. O’Regan, Mrs. Moran and Ruth Bryer on all e-mail communications regarding shift trades.

We will assess a charge of $50 for each shift that is missed without notice.  This roughly equates to what each scout’s participation 'earns' for the Troop during that shift.  Make sure your scout signs in for each tree lot session; 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 all support each other (as the inevitable schedule conflicts arise,) the number of ‘no-shows’ will be zero!

**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 to say that the lot is closed.** 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!*