



**Troop 464 28th Annual Pancake Supper & Auction 2012
Group Ticket Sales Instructions**

It is expected that all Scouts and Scouters will practice and abide by the Scout Oath and Law during the event.

1. Locations and shifts are scheduled by Michelle Patino. We welcome all suggestions for new locations. The number of slots available will be determined then made available by Michelle, based on historical data.
2. Sign up for locations/shifts will be announced via our group emailing system and posted on our Troop Calendar. See Michelle to sign up at our regular Scout meetings or via email to SmellsByShell@gmail.com ((You are not signed up until you receive a confirmation response.))
3. Sign up will be opened first to parents who are chaperoning and their Scout(s). We encourage all parents to volunteer at least half of the number of shifts their Scout is working.
4. Scouts may not be signed up until this permission slip is turned in, this must happen simultaneously. There will be no “spot holding”, etc.
5. Only Group Sales Tickets are to be sold at these events. Scouts are NOT to provide their own tickets.
6. We will need one adult per shift to be responsible for the sign in sheets (printed and located in the pronged folder along with the schedule and permission slips), money and tickets, with typically 2-3 adults depending on the location. To help with accounting, the adult should turn in an **Itemized Ticket Sales Form** (found on the Troop website), money and excess tickets to Michelle, along with the sign in sheets. Arrangements can be made to drop off of the items after the shift or on Tuesday at the next meeting.
7. **Chaperones are needed to exemplify and teach the Scouts in the proper mannerisms for selling tickets. We ask that chaperones are engaged and attentive to all happenings. We also ask that chaperones do not bring reading materials, food, etc.**
8. As outlined in the Ticket Sales Policy, Group Sales do not count toward the ticket sales contest, but do attribute towards the minimum of 300 points for the Scout to earn 50% to their account.
9. Scouts who work full shifts for the group sales will receive point credits for an equal share of the total tickets sold for that shift. For example, if ten scouts sell 100 tickets in their shift (\$600 in sales), each Scout receives 60 point credit toward their 300 point sales quota.

10. *Scouts are expected to be punctual! Scouts are asked to arrive 15 minutes prior to their shift with 15 minutes allowed for transition. Scouts arriving after their shift begins will not be permitted to participate. Scouts leaving early will forfeit all funds.*

11. **Basic Expectations:**

- a. Punctuality
- b. Scouts are not permitted to leave until the shift is over, and they have dismissed by the adult in charge
- c. Parent of every Scout must sign the Scout in and out providing a number to be contacted at during the event
- d. Chaperones must sign in and out, providing a contact number to parents dropping off Scouts
- e. Full Class A's, with outer wear worn under if at all possible
- f. Per Troop policy, cell phones are forbidden – please contact the adult in charge should parents need to contact their Scout
- g. Each Scout working **MUST** bring a donation jar and a poster
- h. There will be no eating on the shift
- i. Scouts who choose to act inappropriately will be counseled. Should misbehavior continue, a parent will be contacted and the Scout will be sent home **forfeiting his share of funds for the entire shift**. The funds will be proportionately distributed to the other attending Scouts. The severity of the actions will determine if an immediate call to a parent is warranted and if the Scout will be permitted to participate at another time.
- j. Scouts who have had conduct issues at any Scouting activity may or may not be allowed to participate at the sole discretion of the coordinator, chairman and/or Scoutmaster.

Any additional group sales questions can be directed to Michelle Patino at 832.287.9782 or SmellsByShell@gmail.com

By signing below, the parent and Scout acknowledge and accept the rules, along with the consequences set forth and detailed above.

Parent Name & Date

Parent Signature & Phone Number

Scout Name & Date

Scout Signature