

Troop 2 Tree Lot Guidelines

The Troop 2 Christmas tree lot is the biggest single producer of funds that support the Troop's activities. As Scouts, it affords you the opportunity to learn something about working with a few basic tools, serving customers, and running a business. Scouts earn credit for their Patrols for time served while on shift and possibly credit toward the ski trip or summer camp.

The lot usually gets setup on Thanksgiving weekend and closes a few days before Christmas. Please take a moment to review the following guidelines and rules for your participation in the Tree Lot's operations, some of which are new for this year: This document must be returned signed by each Scout and parent before you will be allowed to work at the tree lot

General

As Scouts, you represent Boy Scouts of America and Troop 2 to the public. Uniforms are required at all times (except when trees shipments arrive) and your behavior should reflect of the principals of Scouting. While on the lot, you are expected to contribute to the success of this effort.

Specific

1. When customers arrive, they should be greeted by a Scout who offers assistance in helping the customer select a tree. If there are more Scouts than customers, Scouts should assist customers on a rotation basis. Each scout should have an opportunity to serve customers.
2. When a customer selects a tree, you should remove the tag from the tree and find out the delivery arrangements – load on car, deliver by foot, or deliver by car / truck or “hold”. The tag should be given to Ken Stahlman or whoever is acting cashier. If the tree is to be delivered, the cashier needs the name and address. If it is to be held for later pickup, the tree needs to be tagged with the purchaser's information.
3. In addition, you should find out if the customer has a stand or wants a permanent stand installed. The customer should be asked if they want a “fresh cut”. If so, the Scout should then move the tree (get help if you need it) to the chainsaw area and advise the chainsaw operator of the arrangements for the stand. Older Scouts may install a stand, if provided by, or purchased by the customer.
4. Payment can be made by the customer while the fresh cut is made and the stand is being installed.
5. When the tree is ready, it should be loaded on / in the customer's car by the selling Scout – get help if you need it. Delivery assignments are handled by the cashier.
6. Stay with your customer throughout the entire process. Do not leave them wondering where their Scout went!
7. **Tips** – The maximum tip a Scout may accept is \$5 per sale. The \$5 limit applies to each Scout involved in the sale / loading / delivery. Driving Scouts doing delivery may accept a \$5 tip in addition to the delivery fee paid by the troop. If a customer insists on tipping a larger amount, the excess **MUST** be turned into the cashier, to be included in Troop 2 income.
8. **Deliveries** – Selling a tree does NOT entitle you to deliver it. The adult in charge will assign deliveries to Scouts as evenly as possible. All deliveries must be logged with the time out, time in, delivery address, and customer phone number. At least two scouts must make the delivery.
9. **Eating** – There is to be no eating on the lot or within a customers sight. Do not eat in the alley across from the lot.
10. If it is slow on the lot, ask what you can do to help. There is always work to be done – assembling stands, sweeping, setting up more trees, etc.
11. **Dismissal** from the lot – A Scout may be dismissed from the lot for one of two reasons: either they are not needed, or their behavior is inappropriate.
 - a. Not needed – This is most likely to happen if your Patrol did not have the assigned shift and you showed up anyway. Your parents should be aware that they may need to pick you up. You may be dismissed by any member of Senior Staff, Ken Stahlman or Rod Taylor.

- b. Bad behavior – If your actions are in conflict with the guidelines described here, you may be dismissed from the lot. If you are dismissed from the lot for bad behavior, you will need to be picked up by your parents as soon as possible. You will lose any time you have earned for your Patrol for the day. If you are dismissed from the lot for bad behavior twice, you will not be allowed to return to the lot for the balance of the Tree Lot season. Any member of Senior Staff, Ken Stahlman, Rod Taylor or Steve White may dismiss you.

Summary

This is a troop fund raising effort and is supported by many adults who volunteer countless hours to organize, maintain, and operate the tree lot. Every single worker on the lot is expected to behave in accordance with scouting principals, the Oath and Law. You are NEVER to expect a tip and you must NEVER solicit one. If you do, you will be dismissed at once. We should consider a 13th law, “Gracious”, for the month of December. You are to be gracious at all times with our customers because they are the most important people on the lot. Should a customer offer a tip (contribution), tell them that it is not necessary and that we very much appreciate their business and support. If they insist on a tip then you may keep at most \$5 and give the rest to the cashier as described in rule 7 above. Of course, you could pass the full amount on to the troop.

Each Scout and parent must sign this document indicating that you have read this document and do understand all of the guidelines set forth. Both Scouts and adults agree to comply with these rules while working on the Troop Tree Lot. Return this document signed to Ken Stahlman or Rod Taylor before you can work at the lot.

Scout Signature

Date

Parent Signature