

CAMPOUT FOOD & SUPPLIES STANDARD OPERATING GUIDELINES

It is understood that the costs of food and supplies will be shared equally by those going on the campout.

Fourth Monday before c/o -

1. The C/O is announced, Scouts sign up and the number of meals stated.
2. Those going, using a copy of the list of on hand food and supplies start menu and packing list.

Third Monday before c/o -

1. Those going turns in to SM a copy of a completed menu for each meal using the menu form.
2. Those going also turn in a copy of a completed food and packing list using the food and packing list forms.
3. A buyer is chosen and given a copy of the menu, food list and supplies list.
4. The PL gives the food buyer a count of the number going.

Second Monday before c/o -

1. The cost of food and supplies, determined by the food buyer and approved by the SM, is announced to all going.
2. The PLs will notify any patrol members not in attendance of costs.

Monday before c/o -

1. All going must turn in money to food buyer or arrange to have it taken from their Scout savings account.

By the day before c/o departure the buyer -

1. Adjusts the shopping list according to how many turned in money.
2. Purchases needed supplies according to shopping list.
3. Packs the supplies in the food totes and checks off the items on the list.
4. List and refrigerates perishable items.

On the day of departure the buyer -

1. Checks off from the list and packs the ice chests with perishable food and ice.
2. Makes sure all totes and ice chests are loaded in the vehicle.
3. Turns in to tour leader any unused money.

Immediately upon return the tour leader -

1. Determines which food items and supplies can be stored for future use, sells (using the shopping list as a guide), gives away, or disposes of the rest.
2. Assures that the food and supplies are all stored away and the on hand list is updated before Scouts are released to go home.

Monday after c/o the tour leader -

1. Gives the unspent money to treasurer for refund or purchase of supplies
2. Puts all tour related documents in a file and places in Scout room file cabinet.