

Master List of Duties to Run a Court of Honor

1. Potluck Supply List:

- Water/lemonade jugs: the troop Quartermaster (Dean Roberts had them in 2013)-ask at PLC.
Ice: Bill Heberger has provided from the Crest in past years
- Plastic/Paper products, etc.: disposable gloves, paper towels, garbage bags, plastic wrap or foil, Ziploc baggies, gloves, moist wipes (also cloth dish towels and disinfectant wipes for cleaning tables afterwards). Dinner plates, dessert plates, forks/knives, paper napkins, drinking cups, plastic table covers (bulk rolls from Smart and Final or Cash and Carry on Richards Blvd.).
- Decorations (Patrol's responsibility). Cake knives/server for cutting cakes.

2. Overall plan:

- Food/drinks: dessert ([Buy 2 Costco cakes](#)), 2 cans of dry lemonade mix, water.
- Families to bring main dish, side dish, salads according to Alpha last name and double check w/patrol to make sure at least 3 main dishes are being brought per Patrol.
One Patrol to help set up and 2-3 Patrols to help clean-up.
Directions: Arrive 1 hour prior to event (2PM) for set up. After everyone is finished eating and the program begins, please consolidate food to one end of the food table and begin cutting up the cakes and setting them out on the other end of the table.
- Clean up: use mop and bucket for floors, use disinfectant spray and cloth dish towels for wiping down tables before folding them up. Discard disposable items in trash. Plastic wrap or foil left overs and possibly use zip lock bags too.

3. Site information and questions to ask and answer:

Make contact with location (at SES in 2013 was Mr Sullivan). Summary of things we need:

- (1) access to all the folding lunch tables,
- (2) PA system with the longest cable they have, and the ability control the volume;
- (3) access to the kitchen for water and to make lemonade, and
- (4) access to the room with brooms and mop and water bucket.
- (5) Do we need a key to get into the garbage area outside?
- (6) Can the location provide us with extra garbage cans? (we'll bring garbage bags.)
- (7) Can we use two music stands (if the location has any) for our podium?

4. Potluck coordinator/potluck committee duties

Will organize the potluck, and coordinate with committee to obtain (or find leftovers from prior potlucks) the paper and plastic goods, dessert and drinks. Please remember to bring lots of garbage bags, cloth kitchen towels, paper

towels, moist wipes, gloves, aluminum foil, plastic wrap, baggies, extra serving utensils, and anything else you think you might need.

Your team should arrive at 2pm to get the room set up. Chairperson (and the other parents helping with the potluck) the authority to give directions and instructions to the Patrol who is helping set up the room, and the other 3 Patrols who are helping with clean up. Please set up the room as in previous years. After everyone is finished eating and the program begins, please consolidate the food to one end of the table and begin cutting up the cakes and setting them out on the other end of the table.

5. Troop duties

ASMs of the Patrols - At the March PLC, Patrol Leaders volunteered their patrols for the following duties:

- Room Set up: 1 patrol: - Begins at 2pm sharp. Please ensure that scouts are there to set up the room. They will receive direction and instructions from Mrs. the parent heading up the potluck.

- Room Clean-up (3 patrols): - While everyone attending is responsible to help clean up and return the room back to normal, you as ASMs and your three patrols must make sure we "Leave No Trace" and that the room is cleaner than when we found it. Please do not let any of your scouts leave until all clean-up is done. The patrols will receive direction and instructions from the parent heading up the potluck and the parent committee for the potluck

--Flags: – Please bring

6. Scoutmaster –

Here is the COH information to include in your weekly email:

The Spring Court of Honor Ceremony will be on Sunday, March __, 201_, at 3:00 pm. The Ceremony will be held at the *School of Engineering and Sciences, located at 7345 Gloria Drive, in the Pocket area next to the Pocket Library*. Scouts and their families and friends are all invited to this ceremony honoring the achievements and rank advancements of Troop 136. All patrols should bring at least 5 table decorations. Remember what you used to do at the Cub Scout Blue and Gold? If you want ideas, go to The Dollar Store or 99 Cent Only Store - sometimes they have great ready-to-use decorations.

The Spring Court of Honor features our annual potluck. Please bring dishes as assigned by your last name as follows (please bring extra servings for hungry scouts!):

[in 2015 this was the breakdown- in future years- rotate the letters and assignments]

A-H bring main dishes

J-R bring side dishes (rice, pastas, potatoes, beans, etc)

S-Z bring salads (green or fruit)

Drinks and dessert will be provided.

If you have any questions, please contact: [*Potluck chair name/email and phone*]

7. Program content-

To be organized by the scout(s) with preference given to those who are doing their communication badge.