



BOY SCOUTS OF AMERICA

ALAMO AREA COUNCIL
COYOTE DISTRICT
BOY SCOUT TROOP 500
1602 THOUSAND OAKS DRIVE
SAN ANTONIO, TEXAS 78232

26 Apr 2023

Subj: TROOP 500 POINSETTIA STANDARD OPERATING PROCEDURES (SOP)

Encl: (1) Troop 500 Poinsettia PreSale Form
(2) St Mark's Area Map

1. Purpose. The following provides Troop 500 SOP for Troop Poinsettia Sales. Troop 500 normally does (1) Poinsettia Sale a year on the first weekend in December. They are held after the 5 pm Mass on Saturday, and after the 8 and 10 am, and 12 pm Masses on Sunday at St Mark's. Troop 500, normally through the Scoutmaster, schedules the dates up to a year in advance through the Facilities Coordinator (Ms Laura Boren). Her contact info is 494-1606 ext 327.

Poinsettias are pre-ordered by the T500 Committee Chair. The amount ordered vary between 250 and 300. They are normally delivered to the Troop at St Mark's on the first Friday in December. The Troop 500 Poinsettia Chair, Ms Darlene Whitley, normally orders the poinsettias and coordinates payment for the plants, as she is also the Troop 500 Treasurer.

2. Sequence of Events

- a. NLT first T500 meeting in November, provide Poinsettia PreSale Forms to each Scout and/or adult. Preorders can be taken up until the Friday that the plants are delivered to the church.
- b. Plants are delivered to the church by truck on the first Friday in December. They are normally in cardboard boxes with six plants to a box. The Troop 500 Chairperson will coordinate with the driver to find out when he will arrive. Delivery is during the day. We normally need a couple of adults to assist in unloading the plants and placing them in the Troop 500 Supply Room on the first floor of the Scout Hut.
- c. NLT 4:30pm on Saturday (the first Saturday in December) arrive at St Mark's to begin setup for sales after the 5pm Mass. Ensure plants that are pre-sold are set aside/left in Troop 500 Supply Room. Conduct Poinsettia Sales until approximately 6:30 pm.
- d. NLT 7:30am on Sunday arrive at St Mark's to begin setup for sales after the 8am, 10am, and 12pm Masses. Place Poinsettia Sales signs out. Ensure plants that are pre-sold are set aside/left in Troop 500 Supply Room. Conduct Poinsettia Sales until approximately 1:30 pm.
- e. Take down signs outside and return to Supply Room underneath Scout Hut. Put up all tables and chairs.

3. Setup:

- Set up (1) 6ft long table and at least (2) chairs at each station. Tables can come from the old church or the Gym (under the stage storage area). Chairs can come from the Gym or Scout Hut.
 - Have one or two stations (across from new church & in front of old church) for sales after the 5pm Mass on Saturday. (See St Mark's Area Map).
 - Normally have two or three stations (across from new church, in front of old church, and in breezeway between old church and Community Center/Gym) for sales after the 8am, 10am, and 12pm Masses on Sunday. (See St Mark's Area Map).
- Need to have startup money (change), cash boxes/envelopes, pens for each station.
- Need to have a card reader for credit/debit card sales.
- Need (2) T500 Poinsettia Sales signs put in metal frames and placed in the ground on the church grounds:
 - (1) near the fire hydrant across from main entrance to the church
 - (1) near the median dividing parking lots on the church grounds

4. Coordinating Instructions:

- Need a minimum of (2) adults and (4) Scouts for Poinsettia Sales at the church.
- Normally have one or two stations (across from new church & in front of old church) for sales after the 5pm Mass on Saturday. (See St Mark's Area Map).

- Normally have two or three stations (across from new church, in front of old church, and in breezeway between old church and Community Center/Gym) for sales after the 8am, 10am, and 12pm Masses on Sunday. (See St Mark's Area Map).
- All Scouts and leaders should be in Class A uniform.
- Need to have startup money (change), cash boxes/envelopes, pens for a total of (3) stations.
- Need to have a card reader for credit/debit card sales.
- Number of plants sold/money/checks received must be annotated. Checks are payable to "BSA Troop 500". Some people may make a donation in excess of the cost or a donation with no desire for a plant.
- Adult leaders need to track which Scouts are present at the sale; they will be credited to their Scout account an amount per plant sold that day. Each Scout will also be credited to their Scout account an amount per plant that they pre-sale.
- Normally donuts/breakfast tacos/ pizza is provided during the sales on Sunday. An adult(s) normally purchases the food, delivers it to the church to Troop 500. Save the receipts for reimbursement by the troop.
- Check plants that are not sold and are being stored in Supply Room to see if they need watering.
- For any facilities issues/requests, contact Mr George Wetherill 849-9892.
- Coordinate with the church to ensure announcement is made at the masses about the Poinsettia Sales that day. Recommend contact Robert Martinez (494-1606 ext 315).
- Coordinate with Facilities (Johnny Melendez 210-724-6457) for tables and chairs, as required.
- Coordinate with Ms Monica Frederick (494-1606 ext 344) at least 2 weeks prior to get an announcement in the St Mark's Bulletin.

//signed//
 Mark Rayfield
 Scoutmaster, Troop 500

