

TROOP 75 MEAL PLANNING GUIDELINES AS OF 1/17/12

At the Tuesday Troop meeting two weeks before an outing:

1. A food purchaser is selected. This scout needs to confirm with their parents that they can buy food for the outing. If they can't, they need to inform the patrol leader by Thursday Night so that he can find someone else before the next meeting.
2. The menu will be planned by all of the scouts going on the outing.
3. The patrol leader will supervise the filling out of the equipment list, duty roster & menu.
4. The patrol leader will email the troop Allergy Information by Friday Night (once the scout buying the food has been confirmed) to the family that is buying the food, also cc all_scoutmasters@napervilletroop75.org The patrol leader will ask for a reply all from the parents of the food purchaser that they understand that we are a nut free / shellfish free troop.
5. The menu will be typed by the patrol leader using the troop grubmaster form. The typed menu will be emailed to the patrol members, SPL and scoutmasters by Saturday Night so that everyone can review it before the following troop meeting on Tuesday.
6. The patrol leader will type in the equipment list & duty roster and email it to the patrol members, SPL and scoutmasters by Saturday Night.

At the Tuesday Troop meeting the week of the outing:

6. The patrol leader will find out the final count of scouts and adults from his patrol that will be attending the outing.
7. The patrol leader will inform the food purchaser how many scouts and adults he needs to buy food for.
8. The menu will be reviewed for comments and finalized. If necessary, the patrol leader will revise the form and email it to his patrol members, SPL and the scoutmasters immediately after the meeting.
9. The purchaser will get the patrol cooler and dry box from the troop trailer to take home that night.
10. The duty roster and equipment list will be reviewed for comments and last minute changes. If necessary, the patrol leader will revise the form and email it to his patrol members, SPL and the scoutmasters.

Prior to departure for outing:

11. The Food purchaser, patrol leader or those designated to lead the patrol on that outing shall arrive at least 30 minutes prior to departure for last minute food check. They will meet with the scoutmaster leading the trip.

This check will answer: Are the supplies for the meal present?
and Is there any items that break the nut/shellfish allergy policy of the troop?