

Snow Play Day Coordinator

(Timeline: October-February)
(This is a Scout and Adult only event)

Responsibilities:

- Coordinate winter lodge clean-up. Must have 3 adults attend the lodge clean up in Sept.
 - These people will get the date we can use for the lodge. Pack committee should provide top 3 dates to choose from.
 - Deposit for Snow Play Day will be made at lodge clean up day. Get check from Treasurer.
 - **Remainder payment for lodge will be due 30 days before the date of use.**
- Coordinator informs Pack committee of date for Snow Day. (obtain from winter lodge clean-up crew).
- Snow Play Day time is 9:00am-3:00pm on scheduled date.
- Sign up sheet for Snow Day at December and January's Pack meetings.
- Check with Council on amount per person. Use this total for charging pack members.
- 30 days before event must pay remainder amount due. Obtain check from Pack Treasurer and send or take to council. **2145 SW Naito Parkway, Portland, OR 97201.**
- In December email all Den Leaders a reminder of the event and for them to remind their family's of the sign-up deadline. (Family's need to bring their own lunch. The Pack also has the ability to coordinate a lunch for everyone; there is a communal kitchen at the lodge for unit use.)
- Everyone attending **MUST** sign up ahead of time. (After last payment we can not add people.)
- On day of event coordinator must be the first person at the lodge with all the supplies.
 - Coffee pot
 - Coffee (optional)
 - Hot Chocolate
 - Cups
 - Napkins
 - Spoons
 - Sugar (optional)
 - Creamer (optional)
- Coordinator should take up the Pack Roster form from BSA and receipt showing payment! The roster can be obtained from our website;
http://www.pack207.org/pack207_030.htm.
- There will be a lodge coordinator at the lodge. Coordinator needs to talk with lodge person and help with what this person needs and the rules of the lodge.