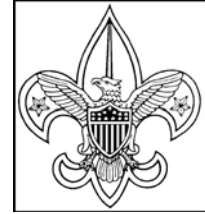


BSA Troop 645

Grand Ledge, Michigan
Chartered to St. Michael
Roman Catholic Church
www.troop645.org



COURT OF HONOR

(Set Up Before Meeting)

ARRIVAL TIME:

- **Arrive one hour in advance** - because a scout is prepared
Chairs and tables in different setup, time to prep food tables & other disruptions.

MAIN SEATING AREA:

- Place round tables in meeting arrangement
(Wash off if tables do not meet Scout standards)
- Place chairs around tables in orderly fashion
- Place Decorations/Centerpieces on tables

STAGING AREA: (Front of the room)

- Arrange area with tables, chairs, podium, microphone, portable laptop, etc.
- Check with scout leader one week in advance for directions and equipment needed. Also check for guest speaker needs.

KITCHEN AREA: (tables for pot luck food)

- Set up three tables - covered with plastic covering
- Provide large spoons - extra spoons on counter for emergency
Check with leaders to get spoons from St. Michael's kitchen
- **Note:** all equipment taken from kitchen should be washed and dried and returned that evening.

TRASH CONTAINERS:

- Empty trash containers and filled with new liners
(Liners found in Janitor's Closet located to right of the drinking fountain & display case hanging on wall)

COFFEE:

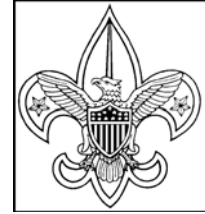
- Not youth responsibility. Scout leaders will make coffee.

WATER:

- Fill two pitchers with water & place on coffee cart.

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COURT OF HONOR

(Clean Up)

MAIN SEATING AREA:

- Clean tables of **all** food
- Wash & dry tables - check with Scout leaders to verify cleanliness
- Place chairs around tables in orderly fashion
Stack on tables if found this way
- Remove decorations/center pieces - check with Scout leader before meeting on method of disposing of these items
- Vacuum carpeted area - if crumbs/paper on floor, please vacuum - check with Scout leaders for need to vacuum

KITCHEN AREA:

- Clean, wash & dry food tables
(Towels in small cabinet on left of the stream table/soap in sink area)
- Clean tiled floors with dust mop.
(Janitor's Closet located next to drinking fountain & trophy display case hanging on wall)
- Wash & return equipment taken from kitchen (serving spoons, etc)

TRASH:

- Place plastic cover from food tables & debris from dust mop in trash bags, secure bags & place in garbage dump located in parking lot. Check with Scout leader for location and to ensure you can re-enter the building.
- Reline trash containers with new liners found in Janitor's Closet

Check with Scout Leaders to ensure that facility meets standards of Scout cleanliness and nothing was overlooked.