Troop 249 Sprinkler Blowout Procedures and Guidelines

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Overview

This troop has for years used the sprinkler blowout activity as an annual fundraiser that covers almost all the expenses scouts and their parents may incur in a year. Some other troops rely on monthly dues which may or may not cover all planned expenses. The fundraiser approach provides the opportunity to show the scouts what can be earned through a little hard work. And it has proven to be a good marketing tool for the troop. Many people comment each year how they support scouting and want to help out the troop in return for the service.

Overall Timeline

Typically the sprinkler blowout work is scheduled over the second, third, and fourth weekends of October. The whole fundraiser campaign will actually begin several weeks prior to these dates and continue for a week or two after.

6 Weeks Prior to First Weekend

- Set up the scheduling file and build the mailing list for the flyers.
- Set up signup sheet.

5 Weeks Prior to First Weekend

- Print out and mail the flyers to the customers.
- Send announcement to the parents of the scouts.
- Monitor the PO Box for returned flyers.

4 Weeks Prior to First Weekend

- Monitor the PO Box for returned flyers.
- Gather up the cash box, tools, and supplies.
- Test the compressor.
- Confirm work schedules with Dale Schielke and Tom Loftus.

3 to 1 Weeks Prior to First Weekend

- Monitor the PO Box for returned flyers.
- Start laying out the schedule.
- Call customers to confirm the schedule.

1 Week Prior to First Weekend

- Hold training session for adults and scouts during regular troop meeting.

2 to 1 Weeks Prior to Each Successive Weekend

- Adjust the schedule as needed.
- Call customers to confirm the schedule.

After Each Weekend is Complete

- Get the cash box and reconcile the proceeds and cash balance.

- Give the weekly proceeds to the Treasurer at the regular troop meeting.

After Last Scheduled Weekend

- Deliver the compressor to the church/school for their use.
- Arrange pick up and return to KC Hall for the Knights' use and eventual storage.
- Gather together the cash box, tools and supplies and check that nothing is missing.
- Winterize the compressor.

Tools of the Trade

Scheduling Files

Customer Data and Scheduling - The customer data and schedules are maintained in an Excel spreadsheet named SprinklerBlowout-[Year].xlsm. At the beginning of each campaign save a copy of the previous year's file, renamed to the current year (ex: SprinklerBlowout-2012.xlsm becomes SprinklerBlowout-2013.xlsm for 2013). Note: the file extension must be .xlsm because there is a macro in this file. Here is a list of the tabs within the file:

- **Lists** – Contains look up values used on other tabs.
- **Summary** – A summarized view of the customer jobs and the schedules.
- **Signup Sheet** – Shows which adults and scouts have signed up for a particular shift.
- **Customers** – The heart of the file. Contains detailed customer information.
- **Mailing List** – Used in conjunction with Word to create the flyer.
- **Work Instructions** – Specific instructions for each work shift.
- **Work Schedule** – This is the schedule given to each work crew.
- **Maps** – These are the maps associated to each work shift.
- **Net Revenue** – This is a report summarizing the revenue and expenses by shift.
- **Final Tally** – This is a report to summarize the entire sprinkler blowout campaign.
- **Inactive Customers** – Repository of detailed customer data for past clients.

Advertising Flyer – The flyer is a Word document named SBOCustomerFlyer-[Year].doc. This is what is mailed to the customers. A mail merge routine will bring in the customer names and addresses automatically.

Schedule Confirmations - A confirmations call list (optional) is also done in an Excel spreadsheet, and is named SBO[Year]ConfirmationCallList.xlsx. This too is copied from the previous year and renamed to the current year. It has been used to gather statistics on the calls as much as for confirming the schedule with the customers. It is not critical to use this, however if the work of calling to confirm schedules will be delegated to others then it could be helpful to use this file.

Signup Sheet - There will be a central signup sheet which all scouts and their parents can access to sign up for a work shift. For 2013 this signup sheet was in a Google Docs spreadsheet and access was granted to all of the parents. While this setup worked pretty well another potential option is to move the sheet back to the Troop website.

Weekend Schedules - A PDF file is produced that will contain all of the schedules and maps for the weekend. The naming convention is SBO[Year]Schedules[Month][Dates].pdf (ex: SBO2013SchedulesOctober11-12-13.pdf).

Weekend Notes - Notes for the weekend work crews are compiled in a Word document named SBO[Year]Notes[Month][Dates].docx (ex:SBO2013NotesOctober11-12-13.docx).

Post Office Box

The troop Treasurer should have an extra key for the troop PO Box. You will need this key so you can periodically check the box for returned flyers and customer payments.

Air Compressor

The air compressor is stored behind the maintenance shed at the Knights of Columbus Hall. When not in use it should be chained and locked to the concrete pad. In the compressor there should be four air hoses, probably stored two on each side. There also is a canvas bag containing various fittings to enable hooking up to the sprinkler systems, and a red toolbox with channel locks, a basin wrench, and screwdrivers, as well as a few additional fittings. And last a few valve wands used for shutting off the water supply. Finally, in the basement of the hall there is a black milk crate with safety vests, goggles, and earplugs. See Appendix A for a list and photos of the compressor tools and supplies.

Some basic maintenance on the compressor should be performed at least two weeks before the first weekend of work. This should provide enough time to resolve any serious issues should they arise. See Appendix B for a maintenance checklist.

Cash Box

The cashbox that follows with each crew will contain a bank pouch, envelopes for petty cash and fuel / spare parts receipts, extra keys for the compressor, pens and a receipt book. There is a key ring attached to the handle with two keys for the box. See Appendix C for the cash box checklist.

Setting up the Scheduling File for the New Year

Setting up the scheduling file involves copying the previous year's file to the new year, and then initializing the data in several sections of the file. This information is spread across several worksheet tabs.

Lists – Set the work year (range = WorkYear) to the current year.

Work Year
2013

Lists – Add any new names and phone numbers to the adults table (range = Adults). If more names are to be added than there are rows available, move the blue cells at the bottom of the range down as many rows as needed, then add the names just above (the blue marks the end of the named range). Be sure also to copy down the yellow columns as these are formulas. Alternatively if there are people who have left the troop these names can be typed over and replaced.

Adults				
Name	Cell Phone	Name-Phone	Participating	# of Shifts
		()	No	0

The red triangle denotes there are embedded comments that explain the purpose of the field.

Lists – Obtain the latest troop roster and copy it into the blue cell under the Troop Roster table. The columns to the left are used for the Final Tally report to show how many scouts participated. Note: because the format of the roster file could change the participant formulas might need to be updated. Also, double check that a scout's name appears only once. If it is listed in two or more places (Ex: under the leadership section and under their patrol), either delete one of the names or the participant formulas for that row in order to avoid a double count.

Troop Roster Supplied by Dave Smith - Copy/paste Special as Text Into Cell N3							
Participati	# of Shift	First - Last	Paste	Position	First	Last	Email

Summary – Set the work dates and shifts. These should be fairly static from year to year (the dates may be the only data requiring an update) as typically there are three weekends worked plus a couple of mid-week shifts (as of this writing Loftus and Schielke). Friday is an evening shift and on Saturday and Sunday there is a morning and afternoon shift. All of these shifts are planned for a length of four hours. The church/school is listed last.

Schedule Summary

Default Planned Time per Circuit:				5 mins		
				18 Shifts		
Shift #	Weekend Date		Day	Shift	Start Time *	End Time *
1	1st	10/11/2013	Friday	Evening	3:30 PM	7:30 PM
2	1st	10/12/2013	Saturday	Morning	8:30 AM	12:30 PM
3	1st	10/12/2013	Saturday	Afternoon	1:00 PM	5:00 PM
4	1st	10/13/2013	Sunday	Morning	10:00 AM	2:00 PM
5	1st	10/13/2013	Sunday	Afternoon	2:30 PM	6:30 PM
6	Loftus	10/18/2013	Friday	Morning	8:00 AM	12:00 PM
7	2nd	10/18/2013	Friday	Evening	3:30 PM	7:30 PM
8	2nd	10/19/2013	Saturday	Morning	8:30 AM	12:30 PM
9	2nd	10/19/2013	Saturday	Afternoon	1:00 PM	5:00 PM
10	2nd	10/20/2013	Sunday	Morning	10:00 AM	2:00 PM
11	2nd	10/20/2013	Sunday	Afternoon	2:30 PM	6:30 PM
12	Schielke	10/24/2013	Thursday	Morning	8:00 AM	3:30 PM
13	3rd	10/25/2013	Friday	Evening	3:30 PM	7:30 PM
14	3rd	10/26/2013	Saturday	Morning	8:30 AM	12:30 PM
15	3rd	10/26/2013	Saturday	Afternoon	1:00 PM	5:00 PM
16	3rd	10/27/2013	Sunday	Morning	10:00 AM	2:00 PM
17	3rd	10/27/2013	Sunday	Afternoon	2:30 PM	6:30 PM
18	Church	10/28/2013	Monday	Morning	9:00 AM	1:00 PM
19			Saturday			
20			Saturday			
Insert row -->						

__Signup Sheet__ – Make sure the shifts, dates, and times line up correctly with the Summary tab. This shouldn't be an issue since the dates and times are automatically tied to the shift number in the first column. But if an additional shift or shifts needs to be added be sure to copy all of the formulas down.

Troop 249 Sprinkler Blowout Signup Sheet for 2013

Update only the White cells - yellow are formulas.

Copy columns B through F to the Google spreadsheet

Shift#	Shift	Time	Scout or Adu	Name	Cell Phon	Comme
1	10/11/13 - Friday Evening	3:30 PM to 7:30 PM	Adult (T)		420-3621	
1	10/11/13 - Friday Evening	3:30 PM to 7:30 PM	Adult		270-7241	
1	10/11/13 - Friday Evening	3:30 PM to 7:30 PM	Scout			
1	10/11/13 - Friday Evening	3:30 PM to 7:30 PM	Scout			
1	10/11/13 - Friday Evening	3:30 PM to 7:30 PM	Scout			
1	10/11/13 - Friday Evening	3:30 PM to 7:30 PM	Scout			

__Customers__ – On this tab there are several sections moving from right to left. These can be accessed by clicking on the + sign to open a grouping of related columns.

	A	B	G	W	AE	AO	AU	BF	BL
1	Customer Data								
2			Mailing List Data	Contact & Job Data	Job Status / Payment	Scheduling	Actual Job Times	Conf Call List	Lookup Values
10	Total Addresses: 139	See Comments Here							
11	Filtered Total: 15								
12	Name	Address							

Customers (Optional) – Review the customers that did not get serviced last year. An easy way is to filter on the Job Status column (Job Status / Payment Section) for the statuses: *Could not do – system issues, Declined, No Response, and Returned – Undeliverable*. For any that are not expected to be serviced again, copy the data in the Mailing List and Contact & Job Data sections to the tab InactiveCustomers. Then on this tab record the year removed and reason why. Finally, go back to the Customers tab and delete the rows for the inactive customers. Though not critical, this information is helpful for identifying expected turnover rates and reasons why people leave.

Customers (Optional) – Each year the work crews have been asked to record the time needed for each house. These times are then used to help balance the schedules for the next year (the time difference between houses can be significant). If you will be tracking actual times, in the section 'Actual Job Times', first insert a new column to the left of the 'Average of Prior Years' column and title it with the year just completed. Then copy the values only (no formulas) from the current year 'Job Time per Circuit' column to this new column. Last, adjust the formula in the 'Average of Prior Years' column to include the additional year.

2011	2012	Average of Prior Years	2013 Job Time in Minutes	2013 Job Time per Circui	Actual Job Times
5.00	5.00	5.00			
5.00	5.00	5.00	35	4.38	
5.00	6.67	5.83	35	5.00	
15.00	15.00	15.00			
5.00	5.00	5.00			
5.00	5.00	5.00	30	5.00	
8.00	5.00	6.50	28	5.60	
7.67	3.33	5.50	30	5.00	
		-			
5.00	5.00	5			
6.80	8.00	7		8.00	
5.00	5.00	5			
5.00	5.00	5		5.00	
10.00	5.00	7		10.00	
5.00	4.14	4			
5.00	5.00	5.00	60	6.00	

Insert new column to the left and copy in the prior year per circuit values.

<u>Customers</u> – In the 'Contact & Job Data' section of the Customers tab, review the Notes column and clear out anything that would not apply to the new year. Some notes may be valid from one year to the next, for instance if a home is to be serviced by the same person each year.

Generating and Mailing the Advertising Flyer

Determining Who Gets a Flyer

At this point the initial list of customers should be firmed up. The next step is to identify those who should get a flyer. On the Customers tab, in the Mailing List data section is the column 'Include in Next Year's Mailing List' (you may need to open the grouping at the top to see it). This is a simple yes or no setting and generally speaking, at this point in the set up everyone should get a flyer with one exception. It is not necessary to send one to the church and school.

Total Addresses: 139	See Comments Here				Include in
Filtered Total: 15					Next Year's
Name	Address	City-Zip	City	Subdivision	Mailing Lis
Kay Kaffer	1210 McPhearson Ave	Richland, WA 99354	Richland	Central Richland	Yes
Christina Brownlee	1401 Perkins Ave	Richland, WA 99354	Richland	Central Richland	Yes
Judy Smith	481Melissa St	Richland, WA 99352	Richland	Brantingham Heights	Yes

Creating the Mailing List

Filter the list to include only those marked yes. Next select the range 'NameAddress' and copy this filtered data to the clipboard. Now paste it into the MailingList tab in the first row below the heading 'Name', then delete the heading row that was copied in. If necessary, copy down the formulas in the yellow columns to the last row of data.

Look for an address count >1. Several customers own rentals or are having the service provided for a relative. For these customers Address1 should contain the actual mailing address and Address2 will show the second home associated with them. After moving the second address to the Address2 column delete the extra row. In the end there should be only one row per customer. (This list has been set up for two addresses because we have not yet seen an instance where someone may have more than two).

Mailing List	117 Addresses	1 Addresses	118 Total		Address	Mailing
Name	Address1	Address2	City-Zip	Phone	Coun	List
Nancy & Gary Sevigny	1131 Foxtrot Ln		Richland, WA 99352	627-3661	1	Yes
Jon Rowley	1824 Mahan Ave			18	1	Yes
Denise Gossman	139 Newhaven Pl			44	2	Yes
Diana and Dwight Brayton	4823 Forsythia St			05	2	Yes
Roger Stephens	2316 Snohomish Ave		Richland, WA 99354	375-5261	1	Yes
Ken and Michelle Wells	1445 Chardonnay Dr		Richland, WA 99352	627-8088	1	Yes
Diana and Dwight Brayton	2032 Newhaven Loop	4823 Forsythia St	Richland, WA 99352	627-3705	2	Yes

This is a rental so copy to Address2 then delete the original row.

When the flyers are printed both addresses will be shown on the return slip portion, but only Address1 will be used as the mailing address.

Finally, check the range name 'MailingList' and adjust if necessary to include all rows. The mailing list should now be ready for the flyers.

Updating the Flyer

The flyer is named SBOCustomerFlyer[Year].docx. Start by opening up the previous year's flyer and save it as the current year. Now update the year and service dates, including the dates shown at the bottom of the return section. And if any other changes are needed (layout, format, etc.) make those now and save the file. This will serve as a master copy in case of issues with the mail merge.

Using Mail Merge

Mail Merge is an MS Office function that will be used to combine the names and addresses with the flyer. For detailed instructions on using Mail Merge please refer to the MS Office online help. However the items below are specific to the production of this flyer.

- The mailing list will come from the MailingList tab in the scheduling file (range = MailingList).
- Name, Phone, Address 1, and Address 2 are brought in to the fields at the bottom of the flyer.
- Name, Address 1, and City-Zip are used as the mailing address on page two.
- The sender address is static.
- Make sure the sender and receiver addresses do not move from their relative positions on page two else there could be an alignment problem when the flyers are folded.

Save the merged document as SBOCustomerFlyer[Year]Merge.docx so as not to replace the master copy. The merged document will display two pages; the first is the flyer and the second will have the sender and receiver addresses. When printed in duplex mode, these addresses will be on the back side of the flyer.

Fed Ex for Copies

The FedEx store on Columbia Center Blvd can print the flyers directly from the Mail Merge Word document. Abidan can probably do this as well but FedEx has better hours (open later on week days and open on the weekend).

Take the merged flyer document and source scheduling file to FedEx (suggest using a memory stick). The flyer document does not store the customer data; it only links back to the source. Have them print in duplex mode to get the flyer on one side and mailing addresses on the other. Be sure to test with one page before selecting all pages.

When to Mail

Mail the flyer 5 weeks before the first scheduled blowout weekend. Too early and people will forget about it, too late and some customers may schedule someone else to do the work.

Bring the flyers to the troop meeting along with a couple rolls of stamps and get 2 or 3 adults to help fold, stamp, and staple.

The flyer is designed to be tri-folded.

Reimbursement for Costs for Copies and Stamps

Collect all the receipts for the cost of stamps and printing the flyers and give them to the troop treasurer. He/she will cut a check for reimbursement.

Creating and Publishing the Signup Sheet

The signup sheet is in a Google doc spreadsheet. It is originally set up in the scheduling file before copying to the Google file. Alternatives to using Google Docs are fine; this is just one form of communication. The benefits include having a single source that is easily available to all. On the other hand this method will require people to learn how to work with Google Docs. One example alternative would be to publish a link on the troop website; however as of this writing the site hasn't been seeing a lot of attention with regards to keeping it current.

Create a Google spreadsheet and name it SprinklerBlowoutSignupSheet-[Year].

Copy the signup sheet from the scheduling file, columns B through F, into the Google spreadsheet. Note: changes to Google docs are automatically saved so no need to hunt for a save icon.

Granting Access to the Signup Sheet

Unless the troop leaders can provide a list of email addresses for currently active troop parents, the next best way to contact everyone is to copy the email list from a recent troop email regarding a general subject, such as an upcoming troop meeting.

In Google you will need to assign access to the signup sheet. This is done by copying the list of email addresses in as collaborators. To avoid writing a how-to that could quickly become out-of-date, please see Google for the instructions on sharing a document. Once the access is set up you can send an email containing a link to the document to the entire list of parents.

Who Signs Up

Two adults are needed on each work shift, unless someone will be working by themselves or with only their son. One of the adults will need to have a vehicle capable of towing the compressor. It is rather stout so an SUV or a full size pick up is recommended.

Two to four scouts are required per shift unless working only with their parent. Having more than four scouts is discouraged because there is not enough work to keep them all busy. Be sure to spread the load by having each parent and scout only work one shift. The intent is to get as many people as possible involved in this activity.

Signing Up Should Be Considered a Commitment

Schedules should be checked first for potential conflicts! Volunteering for this fundraiser should have equal importance to anything else that comes up.

Anyone having to change their schedule will be expected to take the lead at finding a replacement, especially for a last minute change. Final work schedules are usually set 1-1/2 to 3 weeks in advance and it can be very difficult to rearrange 7 to 10 customers if not enough adults are available to do the work.

If a change is made, the scheduler and everyone on the affected crews should be informed. This of course can be shown on the revised signup sheet but also the scheduler should be notified directly, so that he/she can make sure the correct information is shown on the weekend schedule and notes files.

Scheduling the Work

Collecting Flyers from the PO Box

The scheduler should begin checking the PO Box for customer responses about a week after the flyers are mailed out. The returns will usually come in bunches, with about a third of the customers responding within the first two weeks.

Marking the Dates the Customer Cannot Support

In the scheduling file on the tab Customers, go to the Customer Feedback section and entered 'No' for each date the customer said they could not support. This will be used in the process of assigning addresses to work shifts. As a visual scheduling aid, if an address is assigned to a shift that falls on a date which has been blocked out, the shift number cell background color will change to red.

Customer Feedback

Dates the customer has said they CANNOT support (enter a 'No') & counts

15 12.9% 11	16 13.8% 12	12 10.3% 13	20 17.2% 18	15 12.9% 19	13 11.2% 20	10 8.6% 25	7 6.0% 26	6 5.2% 27
No	No		No			No		
			No	No	No	No	No	No

13 11.2% 20	10 8.6% 25	7 6.0% 26	6 5.2% 27	<- Count of Dates <- Percent of all dates on returned flyers Notes			Schedule Status	117 Shift #	Date
				09/24/13 - Added to his schedule			Set	2	10/12/2013
	No						Set	13	10/25/2013
				Visual aid to show customer is scheduled on a date they cannot support.					#N/A
No	No	No	No				Set	5	10/13/2013
							Set	2	10/12/2013

Preliminary Grouping of Homes by Neighborhood

In general a work crew can be more efficient if they are servicing a number homes grouped close together. Taking into consideration the dates a customer may not be available, the first cut at the schedules should be based on neighborhoods. Be sure to include those customers that have not yet responded.

Coordination of Mid-week Work

As of this writing (2013) there are two individuals (Dale Schielke and Tom Loftus) who have a set number of homes which they have been servicing over the years. Usually they work their shifts during the week, so coordinate with them the dates they will work. This information will come into play when scheduling the weekend crews.

After the last weekend the compressor is delivered to the CK church and school so the maintenance people can blow out the systems there. This will need to be added as part of the transfer information recorded on the shift schedule for the last work crew. In addition it will be necessary to contact the church to let them know when the compressor will be delivered. As of this writing (2013) the contact is Bob Smith at 845-4784.

Assigning Neighborhoods Based on Adults Signed Up for the Shift

Another efficiency strategy is to assign neighborhoods based on where the adults live or to the same ones they worked the prior year. The benefits include familiarity with the homes and systems plus it may reduce the travel time for some.

Confirmation of the Schedule with the Customers

Once the weekend schedules are firmed up, start calling the customers to confirm the date and time their home will be serviced. Be sure to try, if any, the alternate phone numbers because it is fairly common to not get through on the first try. If still no one answers leave a voice message. Finally, if no one answers and there is no way to leave a message, see if someone in the troop knows that customer and can contact them. In the end if no contact is made they should be removed from the schedule and the Job Status should be changed to *No Response*.

As you go through the list of customers, update the Job Status field in the scheduling spreadsheet (Customers tab, Job Status / Payment section). As noted earlier, there is a separate confirmations spreadsheet and it may be easier to manage by working off this separate list, especially if other people will be helping to make the calls. However, in the end the final confirmation status will still need to be maintained in the scheduling spreadsheet.

See Appendix D for a confirmation callback script. There is also a script for those customers that have not returned their flyer.

Training

A training session is held during the troop meeting just prior to the first weekend of work. Several points are covered:

- The purpose of the activity (that this is a primary fundraiser for the troop).
- Safety training for both the scouts and adults.
- Interacting with the customers (mostly for the scouts).
- A review of the schedule and map information (what will be included and what to record during the shift).
- A written test is given to all participants. When completed these are collected and retained by the troop leaders as record of the training session.
- After the test the adults will go outside for some additional hands on compressor training. This will cover the basics of towing, operating, and servicing of the unit.

See Appendix E for the training document and test form.

Issuing the Weekend Schedule Package

Try to have the shift schedules finalized a couple of weeks before the first weekend, or at least by the troop meeting before the particular weekend. Last minute changes, whether due to the customers or the adult workers can cause for a lot of rescheduling.

Generate Maps Using BatchGeo

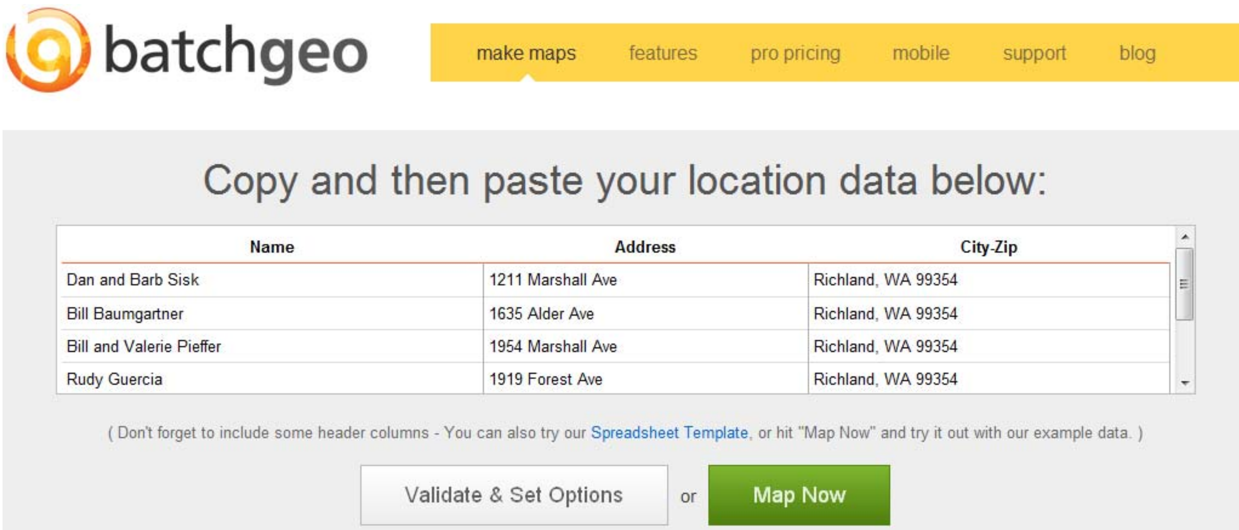
The mapping site BatchGeo (www.batchgeo.com) works very well at generating the maps attached to each shift schedule. A map is generated from a list of addresses, and then a screenshot of the map is pasted into the scheduling spreadsheet. Go to the Maps tab and tab to the far right (or select range MapAddresses). Select the shift to be mapped.

Map List for Copying Into BatchGeo				Shift:	14
After setting the order for a shift on the Customers tab, copy the list below into BatchGeo.					
Order	Name	Address	City-Zip		
1	Dan and Barb Sisk	1211 Marshall Ave	Richland, WA 99354		
2	Bill Baumgartner	Richland, WA 99354	Richland, WA 99354		
3	Bill and Valerie Pieffer	Richland, WA 99354	Richland, WA 99354		
4	Rudy Guercia	Richland, WA 99354	Richland, WA 99354		
5	Roberta Grummer	Richland, WA 99354	Richland, WA 99354		
6	Martha and Frank Blow	Richland, WA 99354	Richland, WA 99354		
7	Jack Krajicek	Richland, WA 99354	Richland, WA 99354		
8	n/a	n/a	n/a		
9	n/a	n/a	n/a		
10	n/a	n/a	n/a		
11	n/a	n/a	n/a		
12	n/a	n/a	n/a		
	Copy these columns only, including the header				

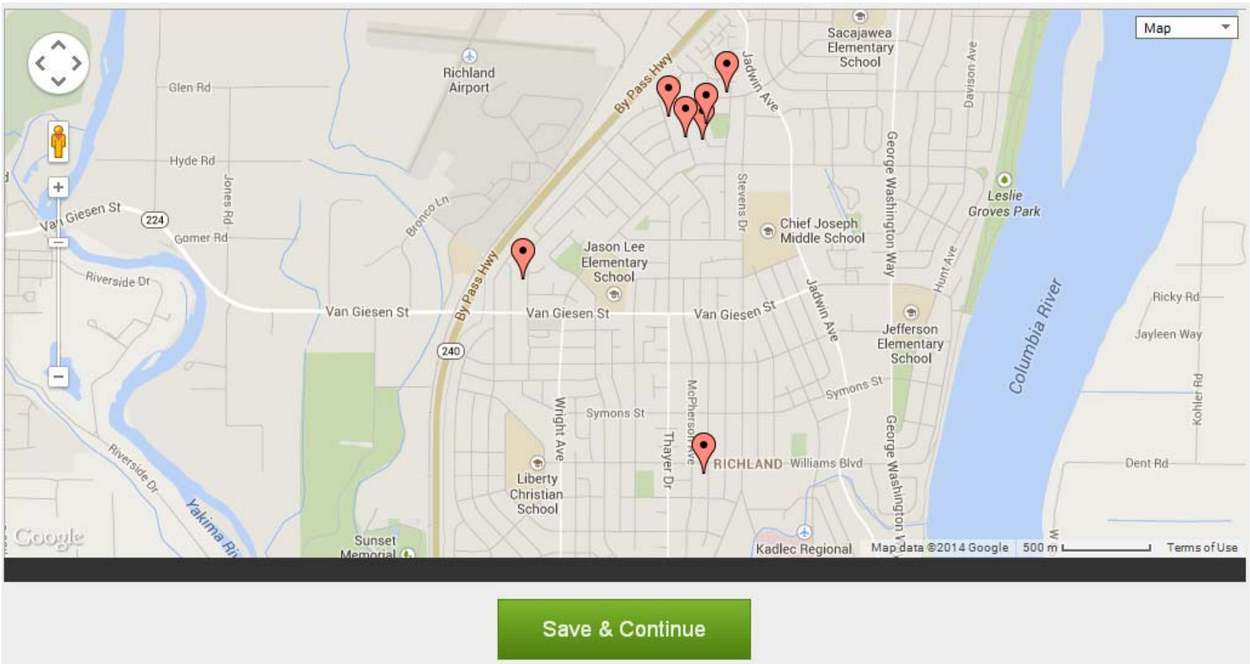
Now paint and copy the address data along with the headings to the clipboard.

Name	Address	City-Zip
Dan and Barb Sisk	1211 Marshall Ave	Richland, WA 99354
Bill Baumgartner	Richland, WA 99354	Richland, WA 99354
Bill and Valerie Pieffer	Richland, WA 99354	Richland, WA 99354
Rudy Guercia	Richland, WA 99354	Richland, WA 99354
Roberta Grummer	Richland, WA 99354	Richland, WA 99354
Martha and Frank Blow	Richland, WA 99354	Richland, WA 99354
Jack Krajicek	Richland, WA 99354	Richland, WA 99354

Paste this list into BatchGeo and click ‘Map Now’.

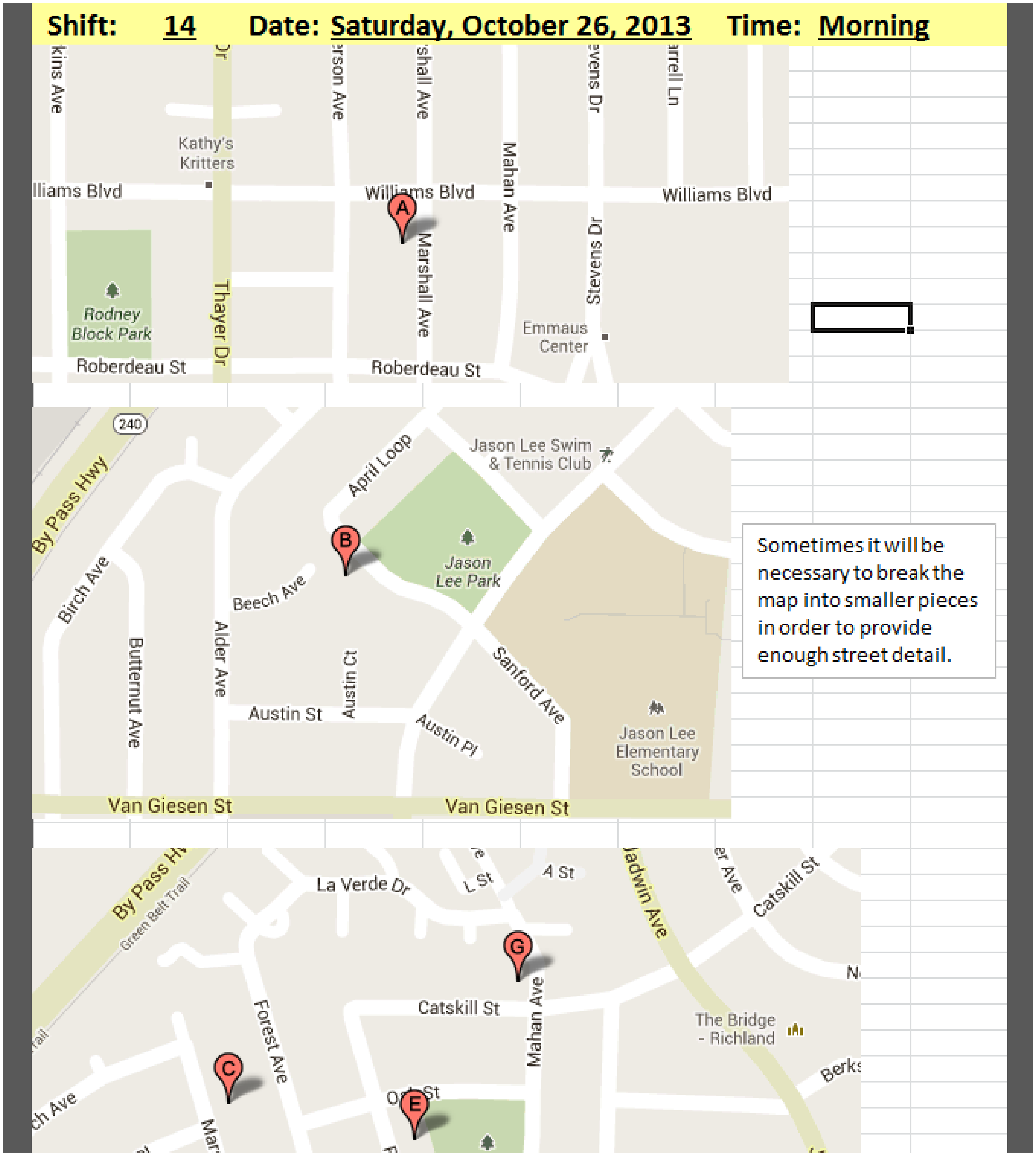


Review the map to determine the best house-to-house route. In the map the houses will be ordered by letter according to the order of the address list. The jobs should be sequenced in an effort to eliminate as much as possible any unnecessary travel. If the order needs to be changed, update the Job Order column in the Scheduling section of the scheduling file. Then copy the re-sorted address list from the Maps tab and make a new map in BatchGeo (Note: the original map produced in BatchGeo does not have to be saved).



When the map looks good you the next step is to save it in order to be able to get a good screenshot to copy and paste into the scheduling spreadsheet. Save the map as SBO[Year]-shift # (ex: SBO2014-01) and enter an email address (required). BatchGeo will send an email containing a link to the map, in case it needs to be accessed again at a later time.

After the map is saved it will probably need to be resized it in order to fit into the scheduling file yet have enough detail to show street names. Copy only enough of the map (with Windows 7 use the shortcut Windows key+S) to show the scheduled route plus a main reference point or two. Go to the Maps tab of the scheduling spreadsheet and paste the map into the appropriate shift area. Note that these areas are surrounded by a dark grey border. This border defines the area that will fit on a standard sheet of paper. If necessary resize the copied map so that it fits within the border. Repeat the process for the rest of the shifts.



Work Instructions, Compressor Pick Up and Drop Off

On the tab WorkInstructions specific information is entered regarding where to meet at the start of the shift, picking up and dropping off the compressor, and the primary contacts for each shift (the adults). And to the far right there is also a space for any other general instructions, such as transferring the cash box.

Print the Schedules to a PDF File

On the tab WorkSchedule enter the shift number into the green cell either manually or selecting from the dropdown list (this is the only editable cell on this tab). Print to a PDF file using the naming format SBO[Year]Schedules[Month and Dates] (ex: SBO2014SchedulesOctober10-11-12.pdf).

Next move to the tab Maps to print the map. The map will be pre-selected by code within Excel, which automatically sets the print range for the map corresponding to the shift number selected on the tab WorkSchedule. Print to the <u>same pdf file, appending it to the end</u>. If the pdf program does not support this feature each schedule and map will have to be printed to separate files.

Repeat these steps above for each subsequent schedule and map for the weekend.

Create a Notes File

Usually there are several pieces of information to pass on to the work crews that cannot reasonably be fit onto the work schedule. A separate Word file is created using the naming format SBO[Year]Notes[Month and Dates] (ex: SBO2014NotesOctober10-11-12.docx). The notes include these general "boiler plate" items:

- Preparation
- Work Schedules – General Items
- Cash Box – General Items
- Tasks the Scouts Can Be Doing

Additional notes under the heading of each work shift typically cover items specific to each address, such as the confirmation status, whether the homeowner will be home, or details about their system.

Email the Schedules, Maps, and Notes

Send the schedule and notes files to each of the adults and scouts working that weekend. In the case of the scouts usually this means sending the documents to their parents. Also CC the troop scout master and assistant scout master so that they are kept informed o who is working and where.

Deliver the Cash Box to the Friday Evening Shift

Make arrangements to deliver the cash box to the first crew working the weekend; this should be the Friday shift unless not enough people signed up to cover it. Often the troop meeting prior to the weekend is a good place to meet with one of the parents.

Blowing Out the Sprinklers

Following these steps will minimize potential problems during the work shift.

- Adhere to the work schedule. The customers have already been informed of the approximate time they will be serviced.
- Stick to the default compressor transfer instructions unless special arrangements are made between the work crews.

- Only the adults operate the compressor and hook up the hoses to the sprinkler systems.
- The scouts run the air hoses and put them away when finished, and they are the primary interface with the customer.
- Be careful not to touch the exhaust system when coiling a hose back into the compressor, for both your health and that of the hose.

Arrange to Pick Up the Cashbox on Sunday Evening

Make arrangements with the last crew for the weekend (typically Sunday evening) to pick up the cash box. There is a reconciliation process to go through and it is best to start on it as soon as possible.

Reconciliation of the Completed Shifts

The first step is to gather up the completed schedules checks, cash, and receipts. All of this should be in the cash box. Sometimes people will forget to leave the completed schedule in the box or they will forget to mark it up. While not a show stopper, the reconciliation process can take a bit longer without this information, so it couldn't hurt to make a few calls and try to find the missing information.

In the scheduling spreadsheet go to the Customers tab, Scheduling section, and filter on the Shift #. Then in the Status / Payment section update the Job status, payment type, check #, amount paid for the job, and donation amount. Donation amounts may come as part of the total check amount or separate as cash. Also note, as a visual aid the check # field will show yellow if the payment type is "Check" and the Check # field is blank.

							Job Status / Payment
	Job Payment Info				Donations		
7 Filtered Records	Paid in			$ 215	$ 20	$ -	
Job Status	Advance	Type	Check #	Amount	Check	Cash	
Job Completed	No	Check	9323	30	20		
Job Completed	Yes	Check	3895	30			
Job Completed	No	Check	6070	25			
Job Completed	No	Check	4451	25			
Job Completed	No	Check	5485	30			
Job Completed	No	Check	15699	45			
Job Completed	No	Check	9776	30			

In the Actual Job Times section, enter the time in minutes to complete each job. If nothing was recorded leave this field blank.

2011	2012	Average of Prior Years	2013 Job Time in Minutes	2013 Job Time per Circui	Actual Job Times
7.67	3.33	5.50	30	5.00	
4.83	2.83	3.83	25	4.17	
8.67	5.00	6.83	20	6.67	
7.00	3.75	5.38	20	5.00	
4.40	4.00	4.20	20	4.00	
2.78	6.67	4.72	40	4.44	
4.17	5.00	4.58			

Other Items

- Check the petty cash balance, and add funds if needed to bring it up to $25 or $30.
- Check for fuel / supplies receipts. Make sure there is a name written on the receipt! Otherwise it won't be known who needs to be reimbursed. Or, in some cases the adults might use this to cover the cost of blowing out their own system. Either way a name is needed in order to properly reconcile these expenses.
- Deliver the receipts to the Treasurer along with the bank deposit so the Treasurer can reimburse the parties for expenses these expenses.
- Last, inventory the cash box to make sure all necessary items are there (see Appendix C, Cash Box Checklist).

Bank Deposit

The check numbers, amounts, and cash amounts are to be listed on the bank deposit slip. Add the slip to the checks and cash and then give the whole package to the Treasurer. Or, if the Treasurer is going to handle the deposit slip, just provide a written summary of the check and cash amounts.

Follow Up Work

Sometimes a house will not get serviced because the crew ran out of time, or there was a problem with the system, etc. If the homeowner still wants the Troop to perform the work try to reschedule these homes and inform the customers as soon as possible.

New Work

It is not uncommon to pick up new work during a shift. If this happens the work crews should add these new customers to the scheduling spreadsheet and fill in all of the pertinent information. Also, sometimes people will ask if they can be added to one of the following weekends. For these requests first be sure to get the persons' phone number or at least some other way to contact them. Then check to see if the address can be fit into the existing schedules, and confirm one way or the other back to the customer.

Final Wrap Up

After the last weekend is complete and the church/school has been serviced, the compressor should be returned to the Knights of Columbus Hall. Then an inventory check should be performed to make sure all of the tools and supplies have been returned. If no one else will be using the compressor, like the KC Hall or other parents, the compressor should be prepared for the winter.

In the scheduling spreadsheet a summary of the year's campaign is put together on the FinalTally tab. Most of this information is pulled in from other parts of the file but a few things have to be entered manually. The cells to be updated manually are highlighted in green. This final tally can be presented at the next troop committee meeting following the sprinkler blowout campaign.

Appendix A – Tools and Supplies for the Compressor

Fittings, Wrenches, and Yard Keys

Hoses

Tools and Safety Gear

More Tools and Safety Gear

<Need to add here a picture of the small red metal toolbox>

Appendix B - Compressor Maintenance Checklist

- Check / re-torque trailer hitch arm bolts
- Check / tighten oil pan, reservoir bolts and drain plugs
- Tire pressure / tread condition
- Hours meter for oil life
- Change at 150 hours
- Use xxx oil
- Compressor fluid reservoir
- Use Dextron ATF

<Need to add photos of the compressor pointing out the above items>

Also need to expand on each bulleted item.

Appendix C - Cash Box Checklist

- Spare compressor keys
- Bank pouch
- Box with pens
- Petty cash envelope
- Fuels / supplies receipts envelope
- Receipt book for customers
- Cash box key ring with two keys

Appendix D – Confirmation Callback Script

Sprinkler Blowout Confirmation Callback Script

Hi my name is [your name] and I am calling for Boy Scout Troop 249 to confirm your scheduled sprinkler blowout time. We have your address (read off the address) scheduled for:

Read off the shift (Morning, Afternoon, Evening) of (Friday, Saturday, Sunday), the (day), between (the shift times). Then give a more precise time estimate (early, middle, or late).

Example: We have your address, 1617 Hains Ave, scheduled for the morning of Saturday the 26th between 8:00am and 12:00pm. Your particular house is scheduled to be done around the middle of the shift.

If asked if they can leave a check, that would be okay. It needs to be made out to "BSA Troop 249" and they need to tell us where we can find it. If they ask for the price, it is $5 per circuit with a minimum of $25. So 5 circuits or less would be $25 and more than that would be $5 times the number of circuits.

Be sure to say thank you at the end of the call.

Cold Calls for Flyers Not Yet Received

Hi my name is [your name] and I am calling for Boy Scout Troop 249 Sprinkler Blowout. We mailed you a flyer in early September but have not received a response. If you are you still interested in having the troop blow out your sprinkler system please fill out and return the flyer or call us at (whatever number you want to use).

Appendix E - Training Document and Test Form

Troop 249 Annual Sprinkler Blowout Training

<u>Annual and only fundraiser (long tradition)</u>

- Pays for items like:
    - Advancement patches
    - Troop equipment
    - Adult and youth leader training
    - Misc. fees like winter cabin, etc.
- Adult lead event unlike scouting activities (but scouts participate)
- Safety is of upmost importance
- Safety gear for scouts/adults
    - Visibility Vests
    - Safety Glasses
    - Hearing Protection
- Don't play around in the street
- No running for safety reasons
- Scouts interact with customer and receive money for work (Checks to Troop 249)
- Scouts drag hoses and put back into truck before moving on
- Adults are the only ones that can run the compressor, connect/disconnect hoses, and blow systems down
- Safety cable and key in hose
- Clothing
    - Proper footwear
    - Coat and heavier clothing if needed
    - Headlight
    - Water bottle
- Start each group off with tailgate safety meeting
- Make sure all scouts are accounted for before moving to next yard

<u>Trailer / Compressor Information</u>

- Connection requires a 2" ball
- Assure connection of safety chains and lights
- Check the tires ~ 35 lbs.
- Check engine and transmission oil
- Connect regulator and install safety cable/clip
- Connect hose and safety cable/clip

- Store hose in truck bed or coil back into compressor before moving to next house
- Compressor start details:
  - Close compressor doors
  - Place throttle in start position
  - Push start glow plug and bypass buttons at the same time
  - 3-5 seconds later turn start knob while continuing to hold the buttons
  - Increase throttle until regulator is holding 45 psig
- Start blowout at around 45 lbs and ramped up compressor throttle if needed to hold
- There are two tool boxes and one tool bag that have parts for different systems
- Use valve box or sprinkler controller to blow out systems
- Have owner run system if possible to assure all circuits get completed
- Run each circuit twice to assure they are empty
- Once house is complete shut off compressor and empty air tank between houses
- Don't leave running between houses

<u>Schedule and Map Information</u>

- Briefly cover the information displayed and to be recorded on the schedule
  - Shift start time and address
  - List of adults and scouts
  - Work List – Follow the order as shown
  - Validation of # of circuits
  - Check number / cash amount
  - Donation amount
  - Job time in minutes
  - Compressor transfer information
  - Special instructions

<u>Cash Box</u>

- Spare compressor keys
- Bank pouch
- Box with pens
- Petty cash envelope and amount of cash
- Fuels / supplies receipts envelope
- Receipt book for customers
- Cash box key ring with two keys

Scout Troop 249 Sprinkler Blowout Test

Answer the below questions **T** (True) or **F** (False)

_ Scouts should be the only ones to start the compressor?

_ You should never wear your safety vest?

_ The street is the best place to horse around during downtime?

_ Safety glasses are optional?

_ Only adults can pull air hoses around the yards?

_ You should never talk with the customers as they are "*Strangers*"?

_ Don't take the money from the customers?

_ The compressor is a toy?

_ We don't take personal checks made out to Troop 249?

_ Hearing protection is only for adults?

_ Hearing protection is not recommended or required?

_ You should only wear your safety vest if standing or running in the street?

_ The safest place to stand while the compressor is running is between the truck and compressor?

_ Only scouts should connect or disconnect the compressor hoses?

_ Flip flops are the best footwear so your boots don't get wet?

_ Wear cotton cloths to keep you cooler?

_ Jackets are not needed because you will be moving enough to stay warm?

_ Flashlights/headlights are not needed because we only work during daylight hours?

Scout Name