

Tree Unloading Procedures

For The Good of the Order, **Every** unit is expected to provide manpower to unload, tag, move trees.

Our dates this year are November 23 and November 30, 2019.

Weather can force schedule adjustments if a truck is unable to reach us.

Otherwise, we work, regardless of the weather. Be Prepared.

Location Overhead Door Company, 1800 Broadway Street, Charlottesville. ([Map](#))

www.overheaddoorcharlottesville.com/contact

Dates/Times: Saturday, November 23 & 30, 2019. **8:00AM - done**

What Do We Do?

- Unload trees from tractor trailer trucks.
- Cut twine off trees.
- Put twine in trash bags.
- Put pricing tags on trees.
- Carry and stack trees into piles by type and size (leaving room to get to all piles with a trailer).

What to Bring?

- Work gloves (extra pair if you can).
- Pocket knife or box cutter.
- Water, snacks if desired.
- Layered clothing. Raingear, if necessary.
- Scout Spirit! This is hard work and we must keep moving in a rapid and organized manner.
Remember: A Scout is Cheerful and Helpful!

NEW for 2019! Because of the ongoing national wholesale tree shortage, it is necessary for us to purchase different tree species. Expect minor changes as to how we tag and sort trees. It is vital we ensure the different species and sizes of trees be accurately staged.

How Long Are We Working? Until we are done. Generally 2-3 hours. More people equals less time. Our expectation is to receive 2 trucks one Saturday and possibly 3 trucks on the other Saturday. If a Scout departs early, it is imperative the adult picking up a youth report to our check-in table located near the trailers being unloaded. Please inform your Scouts they are not to walk off the lot if they are being picked up!

Who Is In Charge? Larry Linebrink will supervise and instruct the unloading of trucks.



CHRISTMAS TREE SALES LOT CHECKLIST

NOTE: Please let the person responsible for opening the lot know the combination of the lock to enter the booth.

1. Have enough people to man the lot. Friday nights, Saturday, and Sunday can be very busy. Have enough youth and adults to load trees on cars.
2. Make an accurate count of trees on your lot before you begin selling! Enter on the **Beginning Count** _____ on your Sales and Inventory sheet. Keep accurate record of the number of trees in inventory. Count the number of trees at the end of your shift and compare with the number of known trees sold.
3. Do not lower the listed prices of trees!!!
4. Keep a record of all trees sold on the Christmas Tree Sales and Inventory. You can then compare how much money you should have at any time. It's a good idea to bring a calculator.
5. Put your Sales and Inventory sheet and the money in the provided envelope. The money on the sheet and the money collected should be the same. Unless otherwise instructed, someone will be by to collect the money near 9:00p.m. At least one person should stay even on a cold, slow, miserable night. Someone should come early to pick up the money if the weather is bad. If no one arrives, call Scott Lancey at 540-461-2171
6. Put all materials inside the booth at night and lock up. If your hut has one of our combination locks, tumble the four number barrels after locking up.
7. An adult must be present at all times and keep the money. Two deep leadership!
8. Bring money to make change for cash customers. It is not unusual to have someone pay with a \$100 bill. If accepting credit/debit cards, make certain you have cell service. Checks: payable to "BSA".
9. Be helpful to customers. Cut a small disk off the bottom of the tree and instruct the customer to put the tree in water as soon as possible. Help the customer load the tree. Make certain the person lashing and tying the tree is skilled and proficient! Wish everyone a Happy Holiday!!
10. Saws: Bow saws are provided at shared lots. You are encouraged to bring at least one bow saw during your shift (just in case!). Gas powered chain saws may be operated by an adult 18+, off to the side in a well-lit location. Electric saws are discouraged as they may trip a breaker leaving your lot in the dark! Hatches and axes are not to be used by youth or adults.
11. Credit Cards. Refer to login instructions as they are new in 2018. Your previous login will not work. Also, ensure if your unit accepts online payments, you log out of yours and log into your tree sale account! If you receive a credit card tip, note the amount on the Sales report and take the exact same amount of change from your shift's cash.
12. A Scout is Clean!!! Pick up trash and place in bags provided. Sweep up needles, etc. and place in trash bags. Stack the stumps in a pile. Leave your lot better than you found it. *TAKE ALL YOUR TRASH HOME WITH YOU!!*

Many of our customers return annually to purchase their tree from us. This is because our trees are high quality and we are Scouts. Be Helpful, Friendly, Courteous, Kind and Cheerful!

2019 Tree Sale POC Roster

Unit	First	Last	Phone	Email
T-3	Amberleigh	Powell	804-338-8857	Amberleighp@icloud.com
T-17	Scott	Barker	434-962-8221	nscott.barker@gmail.com
T-21	Joyce	Harris	540-327-2601	briandetamore@gmail.com
T-37	Shane	Parsons	434-466-7891	shaneparsons@me.com
T-54				
T-75	Kelly	Lawson	434-882-2224	drumheller1963@aol.com
P-79	Kyle	Enfield	434-282-8263	kbenfield@me.com
T-79	Rob	Moore	434-987-8622	rob.moore@fortiline.com
T-93	Larry	Linebrink	434-825-9902	scouting@linebrink-family.com
T-111	Brady	Genz	434-284-2030	brady_genz@hotmail.com
T-114	John	Miller	434-327-2380	jsm3f@virginia.edu
C-130	Larry	Linebrink	434-825-9902	scouting@linebrink-family.com
T-138	Bill	Pezella	434-996-9662	wpezalla@gmail.com
T-154	Kellie	O'Connor	434-465-5249	kelster27@gmail.com
T-241	Jerry	Slinkman	434-960-0022	jerryslinkman@gmail.com
T-1028	Valerie	Lind Knapp	434-227-0526	val12sbg@gmail.com
C-1074	Susan	Murphy	434-825-6737	susan@cvillemurphy.com

Notes: T-1029 sells with T-1029
T-1138 sells with T-138

Troop 1028 t1028@sjacbsa.org 2019Trees

Be certain to use ONLY these credentials.

If you have a unit Square account, ensure you log in as shown above (log out of your unit account).

Square commission (2.75%) is listed as "tax".

Record on your Sales & Inventory sheet any tips you receive.

PROPER CARE OF YOUR FRESH SCOUT TREE.

We cheerfully will make a fresh cut IF you plan to immediately place your new tree in an indoor stand.

If you are unable to set up your tree when you get home, store it in a in a bucket of water in a cool sheltered area like the North side house, away from the wind and sun. Before you bring the tree into your home and place it in a stand, re-cut the trunk at least one inch from the bottom just before putting it in the stand. With proper care, your Christmas tree will bring warmth and pleasure throughout the holiday season!

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Heavy Snow/Winter Storm Procedures



It is important to monitor weather forecasts prior to heading out for your shift at the sales lot. Likewise, it is possible winter weather will increase while you are at your sales lot. We want you to make money, but Safety First! Remember the difference between a Watch and Warning. A Winter Storm Watch means 4"+ snow possible. A Winter Storm Warning means 4"+ snow or other winter conditions are impending or currently occurring. As a general rule, travel is not advised after onset of snow with a current Winter Storm Warning.

Before a Storm:

If your unit is scheduled to staff a lot prior to a forecast storm:

- Monitor local weather forecasts. Its okay to call Scott Lancey if you're unsure on storm onset.
- Contact people in your unit scheduled to staff the lot to confirm their status (ride share if possible)

If Staffing a Lot While Winter Weather Begins or Intensifies:

- If snow or freezing rain intensifies and roads become dangerous, close the lot.
- Note the time you closed and write "Weather" on the Sales and Inventory Sheet.
- If unsure about closing the lot, call Paul McGill.
- If lot is closed, call Scott Lancey.
- You will be asked to provide: how many people, how many vehicles, when are you departing.
- You will also be asked to call or text Scott Lancey to advise arrival at destination.

If Assigned to Staff a Lot After a Heavy Snowfall:

- If you are uncertain if you should open a lot, call Scott Lancey or Paul McGill.
- If no one in your unit can safely travel to your lot, call Scott Lancey or Paul McGill.
- If your unit can get to your lot:
 - clear paths to the trees
 - clean snow off trees (carefully! Do not strike trees with blade edge of snow shovel)
 - clear snow off top of hut
 - an adult should have a lighter in the event the lock is frozen.
- Call Scott Lancey to advise you arrived safely and the lot is open.

If we experience severe winter weather many people cannot get out to staff our sales lots. If a lot is not staffed we risk losing sales (or theft) that potentially means lost revenue and throwing away trees.

If you live near a tree sale location in an area that you can safely travel from and would be able to staff a sale, please notify Scott Lancey at scott.lancey@scouting.org or 540-461-2171. Provide name and ability to text.

If we have a heavy snow storm we will call and ask if you are able to man a sales lot.

Contacts:

Scott Lancey: call/text: 540-461-2171, Email: scott.lancey@scouting.org

Paul McGill: Home: 434-971-1007, Email: mcgill.jp432@gmail.com

EMERGENCY if Scott Lancey is unavailable: Jim Battaglia, Scout Executive. Mobile: 315-382-5757



BOY SCOUTS OF AMERICA®

CHRISTMAS TREES



PRICE LIST



TREE	HEIGHT	PRICE
FRASIER & SPRUCE 	5 TO 6 FEET	\$ 55.00
	6 TO 7 FEET	\$ 65.00
	7 TO 8 FEET	\$ 75.00
	8 TO 9 FEET	\$ 85.00
	9 TO 10 FEET	\$ 110.00
	10 TO 11 FEET	\$ 130.00
PINES	5 TO 6 FEET	\$ 35.00
	6 TO 7 FEET	\$ 45.00
	7 TO 8 FEET	\$ 55.00
	8 TO 9 FEET	\$ 65.00
LEYLAND CYPRESS	8 TO 9 FEET	\$ 55.00
	9 TO 10 FEET	\$ 75.00
	10 TO 12 FEET	\$ 95.00

**All Proceeds Support
Local Scouting**