



Mistletoe Donation Raising Instructions

- **What to say:**
 - **Approach someone and say:**
 - "Would you like to support scouting, get some mistletoe?" or
 - "Get some Mistletoe and support scouting"
 - "Donate to Cub Scouts, get some mistletoe"
 - **When asked the price, how much?**
 - "It's a Donation, whatever you want to give."
 - "We're asking for a \$3 donation (or 2/\$5)"
 - **When asked what does the \$ go to?**
 - "It's for cub scouting activities like: camp, model building, achievement awards & patches"
- **Dress & Behavior:**
 - Scouts should be in uniform and should be respectful to all
 - Please watch for appropriate language, behavior, manners...
- **Our Goal: \$250 per shift**
- **Key Contacts** (if you need mistletoe or something or an issue comes up):
 - Maggie or Grant Hughs (Cell: 510-541-8507, 925-381-5212)
 - Sally Domingo (Home: 944-4889)
 - Tom Pruitt (cell: 989-2011)
- **Envelop Instructions:**
 - Each shift has it's own envelop with instructions
 - Put all \$ in the envelop
 - Each envelop will start with \$10 in singles
 - After your shift, leave your envelop with an adult from the next shift. Make sure the next shift has \$10 in singles for change. Someone will swing by to pick up envelops and drop off more mistletoe

Mistletoe Donation DAY OF Logistics

Selling Logistics Game Plan

Saturday & Sunday:

- 1st Shift Sellers go to *central location* plu supplies
Central Location = 30 Fraser Court
- Set up the selling location
- Sell
- Hand off envelop and directions to next seller
- Last sellers take down location & bring everything back to central location
- All envelops w/\$ goes to Pack Treasurer (for '08 give to Maggie & she'll get to Janine)

Supplies for each location:

- card table
- table cloth (have 3)
- mistletoe (store at central location)
- fixing supplies (tape, pens- 3 sets in baggies)
- Money envelops (labeled with shift, directions, location & names & who give to next, \$20 singles change)
- directions (what scouts should say)

Mistletoe contact info on envelopes (cell phone #)

Mistletoe chairs will come around, periodically, to gather envelop and drop off more mistletoe

Mistletoe Chairs To Do's Day of:

<u>Who</u>	<u>What</u>
o	Make sure all supplies are at central location by Saturday before 1st shift
o	Be at central location for pick up for 1st shift and drop off for last shift
o	Tag Team dropping of mistletoe at the locations and picking up filled envelops once or twice each day
o	Be on call in case selling teams need help

Learning/Best Practices:

- Starbucks good in the AM, but not good in the PM
- Barnes and Noble is great, consider double teams there; 4 scouts (2 on each corner)
- Consider selling at Farmer's mkt on Sunday AM?

Mistletoe Sales/Donations Chair

Key to do's

- Sept -Reserve store locations (fill out paperwork if required)
- Dec Pkging Mtg -Communicate to and Organize the pack for the selling (coach on what to say...)
- Nov/Dec -Recruit & Coordinate 'sales' crew for each location
 - sign up sheets at Nov & Dec Pack Meeting
 - card tables (with pretty table cloth)
- Weekend of the donations -Track & gather all fund, give to Treasurer to deposit

Details/Thoughts:

Store locations:

- Safeway (Walker & Broadway)
- Starbucks (N. Main & Mt Diablo) -good spot in the AM, lags in the PM
- Crate & Barrel (N. Main & Olympic) - Excellent spot!
- Trader Joes (Newell & California)
- Farmer's Marketing (Sunday Only)

To reserve stores:

- Talk w/store mgrs & check in the morning before
- Some have special procedures and paperwork (we need to follow that)

Selling/Donation Crews

-We usually work Saturday/Sunday, 3 shifts each day, (SBUX we do an add'l shift 8-10):

Mall shifts: 10am - 12pm 12pm - 2pm 2pm - 4pm	SBUX	8-10am only	Grocery stores: 8am - 10am 10am - 12pm 12pm - 2pm 2pm - 4pm
	Farmer's Market:		
	Sunday only:	8am - 10am 10am - 12pm	

- Crews consist of 2 scouts & 4 scouts at the mall, 2 parents per station
- Create sign up sheets
- Arrange for card tables for each location & table clothes
- Each crew has a manilla envelop for donations
(envelop labeled with location, shift and names for tracking,directions, what to say)

What Scouts should say

- This is a donation, not really 'selling'
- Good things to say are:
 - "Would you like to support scouting, get some mistletoe?"
 - "Get some Mistletoe and support scouting"
 - "Donate to Scouting, Get some Mistletoe"
- When asked the price, how much?
 - "It's a Donation, whatever you want to give." (We'd like at least \$3/bag or 2/\$5)
- When asked what does the \$ go to?
 - "It's for cub scouting activities like: camp, model building, achievement awards & patches"

Thoughts/Learning:

- It will likely rain, so make sure we have shelter at each location; if not over hang use EZ up
- We will likely have people out of town or people who can't participate, assume 75-80% participation

Mistletoe Harvesting

Key to do's

- | | |
|----------|---|
| Oct/Nov: | -Find Location to Harvest Mistletoe and |
| By 12/1 | -Communicate details to pack: when ha |
| November | -Recruit & Coordinate 'harvesting' crew |
| | -sign up sheets |
| 12/7 | -Run Harvesting day |
| | -Bring key equipment/tool for harve |
| | -Give people jobs |
| 12/8 | -Bring mistletoe to pack meeting (at Wa |

Details/Thoughts:

Locations we've done in the past

- Marshall Drive in Lakewood Area; La Vista

Harvesting tools/supplies needed:

- Open-bed truck
- Extension ladder (24')
- Gloves
- pole pruners

Mistletoe Packaging

Key to do's

- Oct/Nov:** Buy & prep key pkging supplies:
- Buy Plastic bags (Boswell's or Sweet Celebrations)
 - .15/bag; 100 to a pkg
 - Copy Topper label onto green paper
 - Buy thin, red curling ribbon
 - Pre-Cut 16 inch pieces (at least enough to get us started)
 - Buy one pkg (2000 labels) of Avery labels (#8167; 1/2 X 1.)
 - Print warning label, need at least 1000
 - *WARNING: Mistletoe is a mildly toxic plant. If ingested or if skin reaction occurs, consult the Poison Control Center*
- Pre-Pack Mtg** -Ask Parents to bring labeled scissors, staplers and hole pu
-Ask people to bring big card board boxes to store finished r
- Early Dec
Committee Mtg or
earlier** -Recruit table leaders to instruct table what to do; give each
-Create table signs for each table (list of what to do)
- Pack mtg where
pkg mistletoe** - Run meeting:
-Demo what we're making....please think about quality
-Assign people/dens to tables; give some scouts speci.

Organize & Run pack meeting to package the mistletoe:

- The package comprises:
 - Trimmed Mistletoe with red ribbon tied at end
 - Plastic Baggie (From party supply store like Boswell's)
 - Warning label on bottom of baggie
 - Hole punch baggie to let mistletoe breathe
 - Green pkg topper labeled Happy Holidays
 - Staples used to secure the topper to the baggie
- Assembly Stations include:
 1. Break/prune Mistletoe pieces (pruning shears)
 2. Tie little red ribbons on Mistletoe (this can be time consuming, p
 3. Put warning labels on baggies, hole punch & gently stuff mistletoe
 4. Fold baggie over and top with green printed topper & staple
- Logistics (some learning)
 - Cover all tables so clean easier
 - Have runners moving finished pkgs from one station to the next (goc
 - Have little boxes/baskets to hold finished output from each table
 - Have a leader at each table to make sure stuff is moving along smoo
 - Have two stations to tie ribbons on mistletoe and have lots of parent
 - Cut red ribbon into 16 inch lengths ahead of time
 - Have all other pkging materials prepped ahead of time (green labels
 - Have janitor leave closet open so we can get to brooms and mops fc
 - Hole punch baggie so mistletoe can breath and not get moldy over tl
- Quantity:
 - Target to make ~1100 - 1500**
 - In 2004, with pack of 25 we did 1000 pkgs but did not sell all; 2 selling local
 - In 2005, with pack of 24 we did 700 pkgs and did not sell all, 2 selling locati
 - In 2006, with pack of 50 we did 1700 pkgs, did not sell all, but did well (3 se
 - In 2007, with pack of 65 we did 1500 pkgs, did not sell all, but did well (3 s

Maggie Next Steps/Notes

Committee Meeting

Status:

- > **Harvesting locations (P235)**
 - Sugar Loaf entrance at end of young's valley road; 9am
 - Bring: Pole pruners, gloves, wagons/wheelbarrows, tarp?
- > **Selling Locations**
 - Google is awesome
 - 12/9 put up more complete list and get last minute sign ups for both packs?
 - Download most current list for pack meeting?
 - Need 2 card tables: Cindy??? And _____
- > **Packaging Night**
 - Make about 1200?
 - Signs at tables (show signs); recruit table leaders; their scouts will have specific jobs too
 - See map; like usual

Key needs:

- > Ask people to bring big boxes and labeled staplers
- > Remind them to sign up for donation selling shift
- > Put out info on harvesting time, place and remind them to sign up
- > Butcher Paper for tables
- > Table leaders

Maggie next steps:

- > Get more boxes
- > Buy more staples
- > Recruit more table helpers
- > Explain what each will do
- > Bag supplies per table to give to each table leader
- > Create table signs with directions
- > Make 8 finished boxes
- > Trim green labels
- > Make warning labels
- > Cut some red ribbon to be ready
- > Pack 235 bring tarp; see map; help set up
- > Sign up coordination
- > Prep envelopes
- > Get tables/tableclothes

Table Leaders

Mistletoe pruning

Teri & Mike Mathers

**Supplies: pruners, gloves, tarp
finished box - 2x**

**Job: carry in mistletoe, put on tarp,
trim mistletoe into nice hanging piece**

Tie Bows on Mistletoe

Peggy Newsom

Mara Rothman

Trinka Wasik

Cindy Darling

**Supplies: pre-cut red ribbons
finished box - 4x**

**Job: tie a red ribbon on end of
mistletoe.**

Warning Label, hole punch, & stuff bags

Sally Domingo

Julie Meredith

**Supplies: warning labels, hole
punchers, bags
finished box - 2x**

**Job: stick warning label onto bags,
hole bunch bags (before stuffing),
gently stuff mistletoe into bag**

Staple green topper on bag, put in box

Susan Bigham

Jeanne Kaplan

**Supplies: staplers, staples, green toppers
big, storage boxes**

**Job: Fold green 'happy holidays' topper over fill
baggie; Staple topper to baggie (2 staples)**

Quality Control

Melinda Boxold

**Supplies: fixing suppliers: baggies, staple
removers, staplers, staples, green toppers**

**Job: check quality; fix if possible of
put back thru assembly line**

Ribbon Cutters

Todd Berman

Grant Hughs

Todd Wasik

Marina Okulova

Supplies: red ribbon & scissors

**Job: cut red ribbon to 14-16 inches
and put on ribbon tying tables**

Table Leaders

Mistletoe pruning

Teri & Mike Mathers

Supplies: *pruners, gloves, tarp
finished box - 2x*

Job: carry in mistletoe, put on tarp,
trim mistletoe into nice hanging piece

Tie Bows on Mistletoe

Peggy Newsom
Mara Rothman
Trinka Wasik
Cindy Darling

Supplies: *pre-cut red ribbons
finished box - 4x*

Job: tie a red ribbon on end of
mistletoe.

Warning Label, hole punch, & stuff bags

Sally Domingo
Julie Meredith

Supplies: *warning labels, hole
punchers, bags
finished box - 2x*

Job: stick warning label onto bags,
hole punch bags (before stuffing),
gently stuff mistletoe into bag

Staple green topper on bag. put in box

Susan Bigham
Jeanne Kaplan

Supplies: *staplers, staples, green toppers
big, storage boxes*

Job: Fold green 'happy holidays' topper over fill
baggie; Staple topper to baggie (2 staples)

Quality Control

Melinda Boxold

Supplies: *fixing suppliers: baggies, staple
removers, staplers, staples, green toppers*

Job: check quality; fix if possible ot
put back thru assembly line

Ribbon Cutters

Todd Berman
Grant Hughs
Todd Wasik
Marina Okulova

Supplies: *red ribbon & scissors*

Job: cut red ribbon to 14-16 inches
and put on ribbon tying tables