

BRAMPTON AREA APPLE DAY

OPERATIONS MANUAL
COMMITTEE ROLES AND
GUIDELINES

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Committee Mandate

The Apple Day Committee is accountable to Scouts Canada and Brampton Area members. The Committee is responsible for the planning, organization and the implementation of an annual Apple Day fund raising event within the area assigned by the Central Escarpment Region. Duties of the committee include all arrangements associated with depot organization, delivery, pickup and storage of apples and supplies, control of monies collected through Apple Day events, awarding of points to groups based on participation, awarding of appreciation certificates to community agencies involved in Apple Day and any other duties associated with Apple Day.

Purpose of Operations Manual

This manual is provided for the purpose of collating all information about the roles, duties and responsibilities of Scouters, Scouting Youth and their parents who are involved in the annual Apple Day Fund Raising event.

The manual gives specific instructions for key planners and provides guidelines to follow in order to ensure a successful Apple Day for the Brampton Area.

Apple Day – Objectives

- To visibly promote the aims and objectives of the Scouting movement for the Youth of Brampton.
- To raise funds through donations from the public for Groups by a good, well-mannered presentation.

Apple Day is an annual event held on a Friday evening, all day Saturday and Sunday afternoon. As stated in the objectives the purpose is two fold:

- 1) It is a High Profile activity bringing the Scouting movement to the attention of the public. We accomplish this by having youth members visible throughout the Brampton Scouting Area.
- 2) It is a major fundraiser. We accept donations for Scouting in exchange for an Apple. Every participant receives one point for completing an assigned shift. The total funds collected (minus costs) are divided by the number of points accumulated throughout the Area. The resulting figure is the point dollar value. The funds are then distributed on the basis of a dollar value for each point earned.

Apple Day – Overview

On Friday evenings all participants start to arrive at their assigned depots at 6:00pm. From there the youth are assigned specific locations or jobs for the evening.

On Saturday all participants start to arrive at their assigned depots at 9:30am for the morning shift and 1:00 for the afternoon shift.

On Sunday all participants start to arrive at their assigned depot at 1:00pm.

Youth will be assigned to malls and shopping centres as available. Adult volunteers must supervise them.

Control slips with the names of all participants will be handed in to the dispatcher. On receipt the youth will receive a numbered money jar, apples, tags and a location.

On return to the depot after completing a shift the money jars, route maps and unused apples and tags will be turned in to the depot staff.

The Apple Day Treasurer will collect all funds from the money jars at the end of each shift.

Apple Day Committee

The overall responsibility for the planning, organization and implementation of Apple Day is with the Apple Day Committee. This committee meets several times throughout the year ensuring that locations are selected and prepared, supplies are arranged and information vital to the success of Apple Day is distributed to the Groups within the Brampton Area.

The Committee is composed of:

- A Chairperson
- A Secretary
- A Treasurer
- A Depot Chairperson and Co-Chairperson per Depot
- Others as determined necessary by the Committee

Duties of Committee Members

Apple Day Committee Chairperson

The Apple Day Chairperson is accountable to the General Membership of the Brampton Area through the Apple Day Committee. The Apple Day Chairperson maintains contact with Depot Chairpersons. The Apple Day Chairperson is responsible for co-coordinating the Apple Day event on behalf of the Brampton Area. The duties include the calling and

chairing of meetings of the Apple Day Committee, arranging for supplies of apples and tags, scheduling the delivery truck and drivers, arranging for publicity materials and events prior to Apple Day and other duties as indicated in the following schedule:

January

- Schedule the first meeting of the Committee for the current year

April

- Ensure that Depot Chairpersons have obtained an up to date list of locations
- Ensure that sufficient Apple Day tags are available

May

- Solicit proposals from apple suppliers

June

- Contact Central Escarpment Region to obtain a copy of the Scouts Canada insurance certificate for each Depot Chairperson
- Recruit truck drivers and helpers for Apple Day
- Assist Depot Chairperson(s) to update identification of locations

August

- Contact truck rental agency (chosen by Apple Day Committee) and reserve a suitable truck for Apple Day
- Ensure Apple Day Information Kit is updated and available
- Ensure that the following documentation is up to date and available to Depot Chairpersons:
 - Merchant consent letter and form (APPENDIX E)
 - Control slips (APPENDIX F)
 - Information Kit (APPENDIX D)

September

- Ensure that sufficient money containers are available for all depots
- Contact Apple Supplier (chosen by Apple Day Committee) and ensure all arrangements for costs, supplies, pick up, delivery and returns are made
- Confirm availability and distribution (as necessary) of apples, tags, money containers and miscellaneous supplies for depots
- Arrange with Brampton City Council through the Office of the Mayor, to promote Apple Day at a Council Meeting
- Arrange for an Apple Day promotion photo and news story through local printed media
- Give a briefing on the Apple Day plans at Brampton Area meeting
- Notify driver of their assigned Apple Day schedules
- Confirm truck reservation from truck rental agency

October

- After Apple Day, arrange for acknowledgements for those involved with Apple Day
- Arrange for appropriate Appreciation Parchments
- Ensure that Apple Day supplies are put into storage

November

- Arrange wrap-up meeting of Apple Day
- Prepare a Thank You letter to Scouters for the December issue of Smoke Signals

- Ensure Thank You letters are sent
- Ensure that any outstanding matters are dealt with

Secretary

The Secretary reports to the Apple Day Committee and is responsible to ensure that accurate meeting minutes are recorded and distributed to each member.

The duties of the Secretary are:

- Distributing a copy of the meeting minutes to all committee members after the meeting
- Remind each member prior to the next meeting to inform them of the meeting location, time and any other pertinent information essential for the upcoming meeting
- Assist the Chairperson with promoting publicity for this event
- Assist the Chairperson to acknowledge all those involved with Apple Day, including those who provided facilities and/or equipment

Treasurer

The Treasurer reports to the Apple Day Committee and is responsible for the collection and distribution of all funds received. The duties of the Treasurer include receiving unopened money containers from Depots, unsealing the money containers and bagging it. The Treasurer will arrange sorting and packaging of money, preparing bank deposits and depositing monies to the bank.

The Treasurer will:

- Attend Apple Day Committee meetings
- Ensure that arrangements are made for the sorting, packaging and counting of funds
- Ensure each Depot Chairperson receives \$75 for refreshments
- Make scheduled collections of unopened money containers from Depots
- Verify point totals and determine the point dollar value for Apple Day
- Ensure that monies are deposited into the bank (late proceeds to be deposited as early as possible following the receipt of the funds)
- Ensure that cheques from Apple Day proceeds are distributed to Groups that participated in Apple Day
- In conjunction with Apple Day Chairperson, prepare and distribute a financial report
- Provide a backup of the financial data to the committee for archiving
- Ensure that a float be kept of approximately \$500 for the following year

Depot Chairperson

The Depot Chairperson reports to the Apple Day Committee and is responsible for the overall organization and operation of an assigned Depot.

During Apple Day the Depot Chairperson will have total autonomy in making decisions that effect the operation of the Depot, the assignment of locations, the allocation of points and the guidelines laid down by the Apple Day Committee.

The Depot Chairperson's duties include:

- Contact all locations requesting permission for youth to be on their property
- Ensure arrangements are made for Depot space
- Attending Apple Day Committee meetings
- Arrange for Depot staffing
- Ensure that all Depot staff understand their assigned duties
- Preparation of the master list of locations
- Arrange for adequate access to Depot location during Apple Day
- Obtain Depot expenses through Treasurer and maintain control of all Depot expenses and money containers
- Ensure supplies to run the Depot are obtained including:
 - waste containers
 - coffee/tea supplies
 - lunch on Saturday only
 - tables and chairs
 - refreshments
- Ensure that clean up is performed at Depot after each day's activity
- Ensure that all necessary signs are prepared and posted for Depot
- Ensure that each money container has a numbered sticker and cable tie attached
- Ensure that all locations are current and a list of the locations is prepared
- Ensure that Depot is set up and ready for arrival of Scouting Youth on Friday, Saturday and Sunday as required
- Liaise closely with the Apple Day Chairperson in order to ensure adequate apple supplies are available
- Ensure all property required or used for Apple Day is returned promptly to the appropriate source
- Ensure all money containers are returned to Apple Day Committee storage
- Ensure all other supplies are stored
- Provide a list of people and businesses that should receive appreciation recognition or parchments to the Apple Day Committee

Depot Co-Chairperson

The Depot Co-Chairperson assists the Depot Chairperson in completing preparation requirements for the Depot which includes the duties as follows:

- Attending Apple Day Committee meetings
- Be present at the Depot during times of operation
- Manage the Depot operations under the direction of the Depot Chairperson

- Ensure the physical set up of the Depot is adequate to meet the needs as indicated in the Depot Set-Up section
- Prioritize mall locations to ensure busiest areas have coverage
- Review periodically to ensure the best coverage is maintained
- Ensure that personnel assigned to the Depot are familiar with and carry out their duties
- Maintain supervision over jar, route and traffic control functions at the Depot
- Ensure personnel are assigned to supervise Apple Bin areas
- Ensure the Depot is kept clean and free of debris

Depot Set-Up

The set up of the Depot should follow these guidelines:

- Areas to be set aside for Location Control, Jar Control and Apple Bin
- Each area should have sufficient tables and chairs to accommodate workers and materials
- Suggested materials for Depots include:
 - Table for distribution of money containers and tags
 - 2 tables for distribution of locations
 - Table for apples
 - One box / file folders for control slips
 - Two tables for completion of control slips
 - Plastic bags and garbage bags
 - Markers, pens, tape, stapler

Location Control

The Location Control area is under the supervision of the Depot Co-Chairperson. It will normally have a volunteer designated as dispatcher in charge of its operations.

The Dispatcher will assign locations to Youth with a completed Control Slip on a first come first served basis.

Dispatcher will ensure that an assigned location is tracked separate from locations that are yet to be assigned.

When a location is assigned it will be checked off on the location list provided by the Depot Chairperson.

Youth wishing to go door to door in residential locations may do so on an individual basis. These locations will be tracked to ensure that they are not duplicated. These youth will be required to complete a section of streets as approved by the depot chairperson.

If maps are provided they will be due back at the end of each shift.

Jar Control

The Jar Control area is under the supervision of the Depot Co-Chairperson.

Volunteers in the Jar Control area are responsible for the storage, distribution and return of money containers in use at the Depot on Apple Day. Records will be kept listing the numbers on issued jars. (Information is to be recorded on control slips)

Jars will only be issued to the youth. When a jar is issued to a youth the number on the jar will be recorded on the control slip opposite the youth's name.

Jars will be issued at the beginning of the shift for the current shift only and are due back by the end of that shift.

As jars are returned the number on the jar will be checked against the corresponding control slip.

Extra jars will not be given to drivers.

Jars may only be opened by the Treasurer.

Apple Bin

The apple bins should be kept apart from the dispatch area if possible. This allows for a more orderly separation of people arriving and milling about at the Depot.

An adult must be assigned to assist in distributing apples and supervising the bin(s).

A separate control slip must be submitted for the one adult and up to 5 youth per shift

Use only one bin at a time and try to be careful when taking or returning apples. Damaged and bruised apples cannot be handed out to the public. Bagging the apples to be used is recommended.

Depot Staff Requirements

The Depot Chairperson establishes the Staff to run their Depot prior to Apple Day. Points are assigned at the discretion of the Depot Chairperson as per APPENDIX B.

All Depot Staff must be registered members of Scouts Canada. Depot Staff are expected to arrive half an hour prior to the shifts and to stay after the shifts for clean-up. Depot Staff will be expected to assist where required as deemed necessary by the Depot Chairperson.

Recommended number of Depot Staff (Persons/Shift)

	Friday	Saturday AM	Saturday PM	Sunday
Brampton Depot	5	6	6	5
• Apple Bins	6	6	6	6
Bramalea Depot	5	5	5	5
• Apple Bins	6	6	6	6

Depot Shifts

Friday: 6:00pm - 9:00pm

Saturday AM: 9:00am - 12:00pm

Saturday PM: 1:00pm - 4:00pm

Sunday: 1:00pm - 4:00pm

In order to qualify for a point all participants are expected to complete a full shift.

Adults and Youth

All Leaders, Rovers, Venturers, Scouts, Cubs and Beavers must be in full uniform and dressed properly for the weather.

Leaders and Parents in charge of Youth are to ensure everyone apply themselves to the task at hand and do not interfere with other operations.

- On arrival at the Depot, all participants should proceed to the Control Centre to fill out control slips
- Upon the completion the participants should proceed to location assignment area to be assigned an available location
- With a location assigned participants should proceed to the jar assignment area for the adult to hand in the control slip and the Youth to pickup a jar
- With their jar the participants should proceed to the apple bin area to receive their apples
- Once finished at the Depot, participants should proceed immediately to their assigned location
- When transporting youth all road safety laws must be followed
- Participants must remain at their assigned locations and not wander
- Youth must remember that we do not sell apples but offer them to the public and ask for a donation in support of Scouting
- For safety purposes adults must remain with the youth at all times
- Participants should not handle money as donators are expected to deposit their donations directly into the jars
- At the end of each shift all jars must be returned to the depot, along with surplus apples and tags

Control Slips

- Control slips are the only means of recording the information necessary to award points
- Control slips are to be filled out for each authorized participant involved in Apple Day
- Depot Staff will be responsible for ensuring that the proper information is recorded and will maintain control slips
- Control slips must indicate:
 - section, title and group number
 - driver's name and telephone number
 - youths' names and their assigned jar numbers
 - time out/in, location and shift number
- The person recording the information should initial control slips.
- Control slips should be filed by group in a container at Depot
- Control slips are for exclusive use by the Apple Day Committee only and will not be given out

APPENDIX A

Depot Locations and Boundaries

Bramalea Depot

Brampton Civic Centre
Peel Centre Drive

Mayfield Road on the north, Highway 407 on the south, Highway 410 on the south-west until Williams Parkway, then Winston Churchill Boulevard on the north-west and Highway 50 on the east

Brampton Depot

Shopper's World Mall
Hwy #10 & Steeles Avenue

Williams Parkway on the north, Highway 407 on the south, Highway 410 on the east and Winston Churchill Boulevard on the west

APPENDIX B

Point Allocation Structure

Committee Members:

Committee Chairperson

- 2 points total for all 3 days of Apple Day
- 35 points for attending all committee meetings

Depot Chairperson

- 2 points total for all 3 days of Apple Day
- 5 points for attending at minimum 2/3 of all committee meetings

Depot Co-Chairperson

- 2 points total for all 3 days of Apple Day
- 5 points for Attending at minimum 2/3 of all committee meetings

Secretary

- 10 points for attending all committee meetings

Treasurer

- 5 points for attending at minimum 2/3 of all committee meetings
- 30 points for all other duties

Truck Driver

- 5 points for each shift

Truck Driver Helper

- 1 points for each shift

Depot Staff

Maximum of 30 points allocated to participating groups based on ratio of attendance determined by the Depot Chairperson

Participants

Adults and Registered Youth

- 1 point per shift completed

Miscellaneous

Points may be awarded prior to Apple Day at the discretion of the Apple Day Committee for assisting in approved services major projects or events.

APPENDIX C

Group Committee Duties

The following is a list of Group Committee duties associated with Apple Day. By following these rules Groups will assist in ensuring a successful and fun day for everyone:

- Arrange for a group marshalling area for your youth and drivers to meet before proceeding to the Depot
- Ensure each youth brings a decorated basket (Depot will not supply baskets)
- Advise drivers that it is their responsibility to ensure the youth are kept under constant supervision at all times for their safety and to ensure that a positive image of Scouting is portrayed at all times
- Youth are not allowed to enter a business location or behave in a manner that would jeopardize our relationship with businesses
- Youth must be discouraged from eating or drinking at their assigned location
- Locations are assigned on a first come first served basis and may only be altered by the Depot Chairperson or the Depot Co-Chairperson
- Advise drivers that route maps, jars and other materials issued by the Depot must be returned to the Depot at the completion of a shift
- Groups should provide their own lunches
- Groups should ensure the youth know which group they belong to
- The group must be registered with Scouts Canada to participate
- Only youth registered with Scouts Canada will earn points for participation

APPENDIX D

Information Kit

An annual guide to Apple Day designed specifically for distribution to Groups is available per "[Brampton Area Apple Day Information Kit](#)".

APPENDIX E

Merchant Consent Letter and Form

An annual letter to provide to businesses in order to inform them about Apple Day and a form to fill out as record of permission obtained per "[Brampton Area Apple Day Consent Letter and Form](#)".

APPENDIX F

Control Slips

Form to be filled out as per section title Control Slip. The following is a sample only, for an up dated and printable version please see "[Apple Day Control Slip](#)".

Control Slip

Apple Day

Beavers Cubs Scouts Venturers Rovers

Group #: _____ Section: _____ Driver: _____
Phone Number: _____

Youth Name	Jar Number

All Jars and tags are to be returned to depot.

FOR DISPATCHER USE ONLY

Time Out: _____ Location/Route: _____

Time In: _____ Dispatcher: _____

Shift (Circle One): Fri. Sat. AM Sat. PM Sun
Depot: Brampton Bramalea

Points Awarded This Slip: _____ Approved (Initials): _____