

Leadership Manual



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Chapter 1: SENIOR PATROL LEADER

Qualifications:

1. At least three prior years' experience at Mackinac
2. One year in Mackinac Leadership
3. Earn one Mackinac IP for each year in Leadership
4. Be responsible and organized
5. Outgoing and friendly
6. Ability to relate well with Scouts, Leadership, Advisors, and Scout Coordinator
7. Demonstrate leadership abilities:
 - a. Give directions not orders
 - b. Correct without being critical
 - c. Encourage and bring out the best in others
 - d. Resolve differences without preference
 - e. Show initiative
 - f. Creative and effective problem solving
8. Willingness to serve as a positive role model
9. Patient and understanding
10. Understand Patrol duties and capable of performing and training others on all Patrol duties
11. Able to attend all in-town meetings and full week on Mackinac Island
12. Attend a Leadership Prep session the previous year on the Island

SPL Responsibilities

1. COMMUNICATION

COMMUNICATION is key if the Mackinac Troop is to run efficiently. Stress to the Leadership how important it is to keep the lines of communication open. The leadership within each Patrol needs to stay in contact with one another, as well as the Scouts in their Patrol as well as the SPL with all of the Patrol Leaders.

Helpful Communication Tools:

1. Check your email, text, and other communication lines regularly.
2. Return calls, texts, and emails promptly. This can include just a note indicating you received the message and will follow up at a later time.
3. Reminders for the next meeting:
 - a. If sent by email, copy all Advisors
 - b. Include our web address: www.mackinac327.weebly.com
 - c. If you do not receive a response, make personal contact (Text or Phone Call) with the scout
4. Keep a list of things you want to announce to the Troop (at In-Town meetings, in the horseshoe on the Island, at dinner on the Island, etc.)

What is Expected of You:

1. Act as Liaison between Scout Coordinator, Leadership and Advisors.
2. Decide with your Co-SPL who is in charge of which responsibilities, who is bringing what, etc. (if it helps, put it in writing.)
3. At the Court of Honor, give the Leadership a detailed list of the information they need to tell the Scouts in their Patrol when they make their reminder calls.
 - a. This should be setup/given in advance and should include:
 1. When attendance is due to the SPL
 2. Date, time, and location of the meeting
 3. Required uniform to be worn
 4. Proper outdoor attire for marching
 5. Any forms/Quizzes to be completed and turned in
 6. Bring Paper and Pen and Mackinac Guidebook
4. After you have been contacted by all 4 Patrol Leaders advising you everyone in their Patrols have received reminders and who will not be attending the meeting, notify the Senior Advisor who is not coming and the Craft Advisor if

all of the patrols completed their attendance on time for incentive point tracking.

- a. If you have not received timely notice from a patrol contact the PL to see if there is a problem.
5. If a Scout tells you she is unable to attend a meeting, remind her that it is her responsibility to contact her Patrol Leader and the Senior Advisor.
 - a. You should then take it upon yourself to contact the Senior Advisor and the Patrol Leader to let them know.
6. As soon as you know you will not be able to attend a meeting (Court of Honor, In-town Training, Etc.), you should immediately contact the Senior Advisor and your Co-SPL to let them know.
 - a. If your Co-SPL will be absent from the same meeting, talk with other PLs & Advisors to ensure your responsibilities for the meeting will be covered by someone else.
 - b. Following the meeting you missed, it is YOUR responsibility to contact your co-SPL or one of the Advisors to find out what happened at the meeting.
 - c. If available, review the notes of the Court of Honor from In-Town meetings.

2. MEETINGS

What is Expected of You:

1. Set an example.
2. Attend all meetings.
3. Be prompt.
4. Turn off your cell phone.
5. Wear your complete uniform properly.
6. Wear a name tag.
7. Respect Scouts, Leadership, and Advisors.
8. Turn in money and forms in a timely fashion.

Duties during meetings:

1. Court of Honor Meetings.
 - a. You, Leadership and Advisors should review the proposed agenda and make any changes necessary. Verify what is expected of you during the meeting.
 - b. Make sure Leadership writes down a detailed list of reminders they need to share with the Scouts in their patrols.
 - c. Take meeting notes

- d. After the meeting, by the following week, email the notes to all Leadership and Adults to ensure everyone has the same information.
2. General Meetings
 - a. Make sure meetings begin on time.
 - b. Remind Scouts to turn off their cell phones.
 - c. Introduce yourself at the beginning of the meeting.
 - d. Make sure meetings follow agenda as closely as possible so that meetings will end as scheduled.
 - e. Take notes.
 - f. When giving announcements, do not speak until you have the whole group's attention and there is no more talking. If talking starts again, stop and wait for them to quiet down again.
 - g. End announcements with "Thank you for your attention."
 - h. Interact with Patrols during General Meetings to ensure material is being covered and Scouts are well prepared. Help where needed – marching, flags, duty training, etc. Be present without over shadowing the Patrol Leadership.
 3. Leadership Overnight.
 - a. Take notes.
 - b. Oversee selection of Patrols.
 - c. Get to know your Leadership team.

3. PATROL SELECTION AND SECRET PAL ASSIGNMENTS

Patrol Selection:

1. At the Leadership Overnight, Patrols will be selected. Advisors will provide cards which indicate the Scouts' names and years of experience. Sort the cards by the number of years' experience each Scout has. The goal is to get the experience divided equally among the 4 Patrols. Consult with each member of Leadership as well as Advisors to ensure 4 solid Patrols are generated.
 - a. There will be 4 Patrols with 10 Scouts + 1 alternate (plus 3 Leadership)
2. Patrols need to choose their final kapers at this time.
3. Decide your "Patrol" color.
4. Decide you Patrol mentor

Secret Pal Assignments:

1. Secret Pal slips will be distributed at the January/February meeting. If you have not received a completed Secret Pal slip from a Scout, have her complete one at the February/March meeting or via email.
 - a. Complete a Secret Pal form for yourself – give it to one of the Advisors to share with the other Advisors; as the Advisors are the Secret Pals for the SPLs.
2. Create a Secret Pal list.
 - a. The Senior Advisor will provide you with a copy of last year's list to avoid Scouts being assigned the same Secret Pal two years in a row.
 - b. Avoid giving a Scout an Advisor two years in a row.
 - c. Avoid having a first year Scout be a Secret Pal to another first year Scout.
3. Distribute assigned Secret Pal slips at the overnight
4. Keep a master list of Secret Pals and provide a copy to the Senior Advisor in a sealed envelope.

4. BUGLER, CANNONEER, FLAG ASSIGNMENTS, AND CALLERS

1. The bugler is not assigned a flag station.
2. The cannoneer is not assigned a flag station, but is a position a girl would volunteer for.
 - a. The cannon is only fired at night unless the canon misfires in the morning.
 - b. The cannon is on the mantle.
 - c. The Advisors have ear plugs.
 - d. An Advisor will always take the cartridges.
 - e. If the cannoneer is an SPL, she calls Ramp.
3. Flag slips will be distributed at the January/February General Meeting to experienced scouts. You should complete the flag assignments by the February/March meeting so that scouts can march with their flag partner.
4. Seek guidance and approval of flag assignments from Advisors. Consider the health issue of Scouts when assigning flag posts. Provide a copy of flag assignments to Advisors and Patrol Leaders.
5. When making assignments:
 - a. An SPL will be at the top of the ramp with an experienced scout.
 - b. An SPL will be at a flag by the Fort with another experienced scout.
 - c. The flags by the road and the Fort should be assigned to experienced scouts.

- d. Try not to assign Leadership to downtown houses or visitor's center. They may need to know how to conduct avenue or ramp if they become SPL.
 - e. Try to team 5th/6th year Scouts with new Scouts.
 - f. Try to team 4th year Scouts with 3rd/2nd year Scouts who haven't done that flag.
 - g. Fort Main should always have Scouts with experience at that flag. Only 1 new Scout and 2nd year who hasn't done it before should be assigned to this flag. Aim for a mix of all years so someone will always know how to do it the following summer. Select responsible, quick-thinking Scouts who can work as a team. This post handles the garrison flag, so consider the height and strength of the Scouts.
 - h. If someone has experience on Ramp/Avenue try to keep them at Ramp/Avenue. Pair experienced and new Scouts so that someone will always be familiar with Ramp/Avenue the following summer.
 - i. Review the ramp and downtown houses have a variety of patrols represented.
 - j. Post Cemetery & Fort Holmes should partner a Scout experienced at this flag station with a younger Scout so that there will be a Scout experienced at this flag as the year's progress.
 - k. Post Cemetery & Fort Holmes will need Scouts that are able to easily handle the extra distance and stairs for the flags. They will alternate between the two flags.
6. If you need to assign a new caller for Avenue or Downtown, try to assign a 3rd or 4th year Scout so they will be able to call for a couple of years.

What is Expected of You:

1. Bring something to the meetings to mark imaginary flag stations to help Scouts practice marching (i.e. sidewalk chalk, empty 2-liter pop bottles, traffic cones.)
2. Train scouts in procedures for Barracks flags.
 - a. How the troop falls into the horseshoe.
 - i. Advisors will start the opening of the horseshoe, Scouts should fall in from the adults working to meet in the center maintaining an arm's length between each person
 - b. How to respond to the calls for raising and lowering Barracks flags. (See Appendix)
 - c. Advise Scouts that when someone falls out from the horseshoe, they should walk around the outside of the horseshoe, not through the center.
 - d. Advise Scouts that the Color Guard (Scouts raising/lowering the flags) do not speak the pledge of allegiance or place their hand over their heart.

- e. How to march out of horseshoe when the troop is dismissed.
- f. There should be no one sitting on the porch while any Scouts are standing in horseshoe.
- g. Only Advisors and Leadership make announcements.
3. Train Scouts in procedures for flag duty calls for their flag positions. (See Appendix)
4. Remind bottom of the ramp Scouts as they come up the ramp to stop and correct a bad flag right away instead of sending someone back to correct it.
5. Make sure all Scouts know how to fold the large Fort Main flag.
 - a. This is a solemn ceremony. Scouts should be quiet and respectful.
 - b. When the section of the flag has been folded that a Scout was holding, she should fall out and line up in marching formation and wait for the rest of the Scouts.
6. Make sure all Scouts know how to march to Avenue.
7. Train Callers. Choose by the April meeting. During marching practice:
 - a. Demonstrate desired Caller qualities (loud, steady pace, experienced Scout)
 - b. Explain order of calls (Dress Right Dress, Front, Ready Mark Time, Halt)
 - c. Explain how (Column Right/Left, March) and when (on left foot) to call turns.
 - d. Address occasions to stop marching (Horses, top of the Fort hill after flags, etc.)
 - e. Review the tone for calling, especially when starting and halting.

5. THINGS YOU SHOULD DO BEFORE LEAVING FOR MACKINAC

1. Make bed tags for Advisors. Advisors will make your bed tags.
2. Make your banner (3x5 horizontally or vertically) and plan your theme night.
 - a. Give your receipts to the Senior Advisor for reimbursement.
 - b. Put the receipts in an envelope with your name, who the check should be payable to, and the amount of the check.
3. Make a schedule showing which Scouts will perform barracks flags. Provide Advisors with a **FINAL** copy at the May meeting. *Template on the website
 - a. There is an opportunity for 56 Scouts to participate in barracks flags.
 - b. It is recommended that new Scouts do not participate in barracks flags as they are still learning the process of horseshoe and flags.
 - c. When assigning morning barrack's flags, do not select Scouts who have breakfast dishes or will be at Governor's Residence on Wednesday morning.
 - d. Make sure the scouts performing barracks flags are aware they are performing barracks flags prior to putting them on the schedule.

- e. 1 SPL will be the caller for the ceremony and 1 will walk out with the color guard to hold the flags prior to being raised and held prior to being folded.
4. Make a schedule for Scouts to serve duty at Governor's Residence on Wednesday morning (8:20 am on the porch – 12pm). Provide Advisors with a FINAL copy at the May meeting. *Template on the website
 - a. Six Scouts are needed.
 - b. Candidates are SPLs, Seniors, and 6th year Scouts.
 - c. If you need more Scouts look to 5th year non-leadership Scouts.
 - d. Have a plan for who will lead the troop Wednesday morning in the absence of the SPL(s) and remind Patrol Leadership to make arrangements within their Patrol for any absences.
 - e. Make adjustments to morning flag assignments due to the missing Scouts who will be at the Governor's Residence.
 - f. The Scouts who normally raise Governor's can fill in for other Scouts that are missing as their flag will be raised by the scouts working there for the morning.
 - g. Scouts at Fort Main can also be used to fill in other spaces as
 - h. Make adjustments to duty and breakfast dishes due to missing scouts.
5. Make a schedule for Scouts to help with fort trash. Provide Advisors with a FINAL copy at the May meeting. *Template on the website
 - a. Fort trash is picked up in the evening on Sunday, Tuesday, and Thursday.
 - b. Six scouts will need to be assigned for this task each night.
 - c. Do not select a Scout from the Patrol that has dinner dishes unless a trade is worked out for another night.
 - d. Must be complete by 10 pm
6. Prepare dinner invitations for Island Officials.
 - a. Senior Advisor will provide stationary (if needed)
 - b. Give completed invitations to the Senior Advisor at the June Meeting. (see Appendix)
7. At the May Court of Honor, work with the Patrol Leadership to determine where the Patrols will meet for the fire drill on the island.

6. BUS

1. The uniform will be long pants and polo due to the air conditioning on the bus.
2. Arrive at the bus promptly and check in with the transportation advisor.
3. When you arrive at the bus, you may immediately board the bus and select your seat by leaving your backpack on your seat.
4. Supervise Patrols and make sure Scouts are in their designated meeting spot (decide on which two Patrols you will be supervising)

5. Periodically check in with the Transportation Advisor for additional departure day tasks.
6. After all Scouts are present in the two Patrols you are working with, get them lined up to march.
 - a. Place Patrols in order of incentive ribbon winners.
7. After all 4 Patrols are in formation, march around the parking lot once, and then onto the bus.
8. On the bus after we stop for lunch:
 - a. Have PLs distribute name tags and cords to Scouts - have 2 patrols go then another 2 to make it easier in the aisles.
 - b. Make announcements for getting off at the docks:
 - i. How their uniform should look (Jacket: (number of snaps, bloused correctly, ties tucked under) or no jacket, shirts tucked in, etc.)
 - ii. Which Patrol is staying behind to clean the bus, but everyone should pick up their trash and drop it in the garbage bag on their way out
 - iii. Scouts should line up in marching formation to board the ferry.
 - iv. Any Island visitors should proceed to the front of the line as Scouts are the last to board the ferry
 - v. Scouts should let all Island passengers off of the ferry first as Scouts are the last to depart from the ferry
 - vi. Once off the ferry, Scouts should be lined up in marching formation off to the side of the dock. **This also means no talking**

7. ON THE ISLAND, FINALLY

Arrival Day:

1. Scout Coordinator will be waiting for us at the docks. Introduce yourselves and find out how the Scout Coordinator wants us to proceed to the Barracks (i.e. walk in formation while in town without calls, start marching and calls once we reach the bottom of Fort Hill, or march through town.)
2. When the Scout Coordinator gives permission for us to enter the Barracks, you should oversee bed assignments.
 - a. SPLs select bunks first
 - b. Patrols are allowed to select bunks according to order of incentive ribbon winners
 - c. After everyone has selected their bunks and name tags are on bunks, and when time allows, make two bed charts – one each for the Advisors and Scout Coordinator. Use the charts provided in Appendix.
 - i. This must be turned in by Saturday dinner.
 - d. Assign the Scouts with the bunks nearest the light switch to turn on the lights when we have a fire drill.

- i. Assign the next closest bunk as a back-up to make sure the lights are turned on.
 - ii. Personally explain this duty to the Scouts you assign, and make sure they understand their task and its importance.
3. Coordinate with the Scout Coordinator as to what they want the Troop to do on arrival day. Make sure the Troop is in the designated meeting place at the time Scout Coordinator indicates.
4. Verify with the Scout Coordinator any individuals the troop should invite to dinner with the Troop.
5. Give the Advisors their bed tags you made.
6. Get the Troop flag from the Senior Advisor and put it into the flag cupboard for raising Barracks flags on Sunday morning.
7. After you collect flags the first evening, check that all flags are marked with "TOP" on the grommet binding.
8. After evening Barracks flags, make sure that the Barracks ropes / clips are labeled "TOP" or "BOTTOM" (Use Masking Tape) for American, Michigan, & Troop flag
9. If necessary, conduct flag practice after dinner.
 - a. Practice by having everyone count "1, 2, 3" OUT LOUD as they raise/lower their flags.
 - b. Suggest Scouts keep an eye on the American and Michigan flags by the road.
 - c. Downtown/Ramp should also practice at Avenue.
10. Conduct presentation of Patrol Banners.
11. Setup the white board with section for:
 - SPL notes
 - Each Patrol
 - Craft
 - Sign-out space for each: Downtown, Fort, Hiking, Going out to dinner with family
 - Weather
 - Current Uniform
 - Any other sections you'd like
12. Do a test run of the Fire Drill on Saturday night right after lights out

Daily Duties: See Appendix

1. Determine the uniform for the day and post on the dry erase board. Remember to change the board if there are uniform changes throughout the day.
2. Turn the upstairs Barracks lights on at 7:00a.m.
3. Make announcements once everyone is done eating before breakfast dishes are cleared away.
 - a. Before starting announcements, invite any Scouts or Advisors from the kitchen into the Dining Hall.

- b. Suggested Sunday breakfast announcements:
 - i. Remind Scouts to tie back their hair when they go to flags and duty.
 - ii. If Scouts notice their flag fray or problems with their flag pole or lines, let the SPLs know immediately so they can inform the Scout Coordinator.
 - iii. Tell Scouts what time to assemble at horseshoe for morning Barracks flags.
 - c. Ask if Advisors have any announcements.
 - d. Ask if Patrol Leaders have any announcements.
 - e. End announcements with "Thank you for your attention."
 - f. Dismiss Troop.
4. Check with the Scout Coordinator as to which flag to fly at Fort Main each day. It will also be written on the dry erase board on the Scout Coordinator's door.
 - a. Garrison is kept in a Cabinet in the Infirmary.
 - b. Post is kept on a bunk in the Infirmary.
 - c. Storm is kept in the Flag Cabinet
 5. Unlock Flag cupboard.
 6. Conduct raising of Barracks flags at 9:00 a.m.
 7. Assemble Scouts for morning flag duty.
 - a. Get Scouts on the porch/in front of the Barracks about 5-10 minutes before it is time to leave.
 - b. Distribute flags from the flag cupboard.
 - i. You may wish to make an announcement at the horseshoe on arrival day that only the SPLs remove flags from the cupboard and only the SPLs put flags away in the cupboard.
 - c. Downtown leaves for flags by 9:15am.
 - d. Avenue leaves for flags around 9:20 a.m. Cannoneer and bugler march to their posts with Avenue.
 - i. Leave early if Garrison is going to be raised.
 - e. Conduct uniform inspection before Scouts leave for morning flags.
 8. Check 1st, 2nd and 3rd duty in Fort and Downtown once a day.
 9. Mail must be taken down from the office to the Post Office by 11am. Ask the Scout Coordinator for the combination to unlock the Girl Scout mailbox and instructions on how to do it. See Appendix for instructions.
 10. Help Scout Coordinator when asked.
 11. Assemble Scouts for evening flags.
 12. Conduct evening Barracks flags at 6pm.
 13. Make announcements in horseshoe.
 - a. Ask Advisors if they have any announcements.
 - b. Ask Patrol Leaders if they have any announcements.
 - c. If you wish to make constructive suggestions about any flag stations, do it after the horseshoe in a designated area. You may announce the designated meeting area during horseshoe announcements.
 14. Assemble Scouts for evening flag duty.

- a. Get Scouts on the porch/in front of the Barracks about 5-10 minutes before it is time to leave.
 - b. Downtown leaves for flags by 6:15 p.m.
 - c. Avenue leaves for flags around 6:20 p.m.
 - d. Conduct uniform inspection before Scouts leave for evening flags.
15. After Scouts return from evening flags, return flags to their proper location in the flag cupboard and lock the flag cupboard.
16. Make announcements after dessert is completed.
- a. **Before** starting announcements, invite any Scouts or Advisors from the kitchen into the Dining Hall.
 - b. It may help to keep notes throughout the day of things you want to bring up during dinner announcements. Remember that we may have guests and the Scout Coordinator will be present so keep announcements appropriate.
 - c. Ask Scouts to introduce their guests.
 - d. Ask Advisors if they have any announcements.
 - e. Ask Patrol Leaders if they have any announcements.
 - f. End announcements with “Thank you for your attention.”
 - g. Dismiss Troop.
17. Conduct flag practice before evening program when you feel it is needed. Be sure to inform Program Advisor.
18. Participate in evening program.
19. QUIET TIME is 10 p.m. to 8 a.m.
- a. Make certain the corner over the Scout Coordinator’s room is especially quiet.
 - b. Keep the noise down and no music played in the kitchen until after breakfast.
20. Lights OUT at 10 p.m.
- a. Each night assigns a Patrol’s Leadership to patrol and shush.
21. Conduct Court of Honor meetings **AFTER** lights out when you, Leadership or Advisors feel a need. Again, it might be helpful to keep a list of issues you wish to discuss, or matters that have been brought to your attention by Leadership or Advisors.
- a. Be ready for bed when COH starts so that you can go straight to bed and limit the interruption for the Scouts that are sleeping/trying to sleep.
 - b. Assign a patrol to have 2-3 experienced scouts monitor lights out.
 - i. Within 5 minutes of lights out it should be quiet upstairs.

Miscellaneous Duties and Information

1. Be visible ~ join in crafts, afternoon programs, evening programs, hiking, etc.
2. Only experienced Scouts should raise flags Tuesday (mid-week inspections) and Saturday (final inspection).

3. Get the dinner invitations from the Senior Advisor and take them to the MSHP office.
4. Prepare a blanket invitation for the Mackinac Island Fort Staff to take to the MSHP office. (See sample in Appendix)
5. Help coordinate Patrol service projects with Scout Coordinator early in the week.
6. If it is necessary to share information or address an issue with all of the Scouts without being in front of the Scout Coordinator, meetings can be held upstairs or prior to leaving for morning flags in flag groups.
7. If the Governor should visit the Barracks:
 - a. The SPL will welcome the Governor and introduce the Governor to the Advisors and the Troop as a whole.
 - b. For the duration of the Governor's visit, the SPL will play host to the Governor.
8. Take first year Scouts and Patrol Leaders to Anne's Tablet on Friday before the evening Barracks flag. This can be done any time during the day *Limit your visit to 30 minutes* Make sure to take enough blue cords with you! Get them from the Uniform Advisor* At Anne's Tablet:
 - a. Take the time to admire the view, then discuss the tradition and significance of the spot to Troop 327.
 - b. Leadership can talk about their favorite Mackinac memories, or memories from being a new Scout, and what they enjoy/will miss about the Mackinac program.
 - c. Ask the new Scouts about their experience and what they will remember about their first year.
 - d. Now that they have completed their first year, they are no longer "new Scouts" and exchange their red cord for a blue cord.
9. As we return home on the bus, you can read the results of the final inspection by the Scout Coordinator

Chapter 2: PATROL LEADER & ASSISTANT PATROL LEADER

Qualifications:

1. At least two prior years' experience at Mackinac
2. Earn one Mackinac IP for each year in Leadership
3. Be responsible and organized
4. Outgoing and friendly
5. Ability to relate well with Scouts, Leadership, Advisors, and Scout Coordinator
6. Demonstrate leadership abilities:
 - a. Give directions not orders
 - b. Correct without being critical
 - c. Encourage and bring out the best in others
 - d. Resolve differences without preference
 - e. Show initiative
 - f. Creative and effective problem solving
7. Willingness to serve as a positive role model
8. Patient and understanding
9. Understand Patrol duties and capable of performing and training others on all Patrol duties
10. Able to attend all in-town meetings and full week on Mackinac Island
11. Attend a Leadership Prep session the previous year on the Island.

PL & APL Responsibilities

1. COMMUNICATION

COMMUNICATION is key if the Mackinac Troop is to run efficiently. Stress to the Leadership how important it is to keep the lines of communication open. The leadership within each Patrol needs to stay in contact with one another, as well as the Scouts in their Patrol.

Helpful Communication Tools:

1. Check your email, text, and other communication lines regularly.
2. Return calls, texts, and emails promptly. This can include just a note indicating you received the message and will follow up at a later time.
3. Reminders for the next meeting:
 - a. If sent by email, copy all Advisors
 - b. Include our web address: www.mackinac327.weebly.com
 - c. If you do not receive a response, make personal contact (Text or Phone Call) with the scout
4. Keep a list of things you want to announce to the Troop (at In-Town meetings, in the horseshoe on the Island, at dinner on the Island, etc.)

What is Expected of You:

1. Coordinate with each other and your LIT as to who is in charge of which responsibilities, who is bringing what, who is calling which Patrol members, etc.
 - a. Use the Patrol Fast Start (in Appendix) to help with organizing and delegating jobs throughout the patrol and patrol leadership.
 - b. Patrol Leader & Assistant Patrol Leader are more like co-positions with overlapping responsibilities, although one position is an assistant position. Work together to have a smooth-running Patrol.
 - c. You will need to do a lot of problem solving on your own. It is ok to bounce ideas off your LIT (for training) or the Advisors/Mentor (thinking critically), but keep in mind, a decision needs to be made by the Patrol Leader, or in her absence the Assistant Patrol Leader.
2. Write a detailed list of information the SPLs will give you, to be conveyed to your Patrol members in your reminder calls/emails.

3. After the Patrol Leader has been advised by her APL and LIT reminder messages have been made and attendance collected, contact your designated SPL.
 - a. If you have not received timely notice from your APL and LIT, contact them to see if there is a problem.
4. If a Scout tells you that she is unable to attend a meeting, remind her that it is her responsibility to contact the Senior Advisor.
 - a. When you notify the PL/SPL to advise her of any Scouts who will be absent.
5. AS SOON as you know you will not be able to attend a meeting (Court of Honor, General Meetings, etc.), you should immediately contact the Senior Advisor.
 - a. When you contact the SPL to advise that all reminder calls have been made, you can let her know at that time that you will be absent.
 - b. Make arrangements with your Leadership team to ensure your responsibilities for the meeting you will miss will be covered.
6. Following the meeting you missed, it is YOUR responsibility to contact your Patrol Leadership or an SPL to find out what happened at the meeting.

2. MEETINGS

What is Expected of You:

1. Set an example
2. Attend all meetings
3. Be prompt
4. Turn off your cell phone
5. Wear your uniform properly
6. Wear a name tag
7. Respect Scouts, Leadership and Advisors
8. Turn in money and forms in a timely fashion
9. Make sure there are name tags for Patrol members at every General Meeting and make sure Patrol members are wearing the name tags. (collect name tags & red chords at the end of every meeting.)

Duties during meetings:

1. At Court of Honor meetings:
 - a. Take notes.
 - b. Help create a list of information Scouts need to know for reminder calls/emails (write it down).
2. Plan and conduct your Patrol meetings.
 - a. Make sure all your Patrol members are wearing name tags that are visible.

- b. Help new Scouts feel included and part of the team.
- c. Make sure your Patrol members are familiar with information in Section 3. *Training*.
- d. Give special attention to new Scouts during marching practice
3. With your Patrol:
 - a. Choose a Patrol name.
 - b. Brainstorm about ideas for your Patrol's theme night (your busy day).
Remember, no table confetti.
 - c. Discuss banner ideas. (Banner size: 3' x 5' ~ your choice of orientation.)
 - d. Decide who will bring items needed for your banner.
 - e. Decide on a phone-tree mom and inform the Transportation Advisor.
4. Make sure receipts for banner supplies and theme night are turned into the Senior Advisor for reimbursement.
 - a. Give your receipts to the Senior Advisor for reimbursement.
 - i. Put the receipts in an envelope with your name, who the check should be payable to, and the amount of the check.

3. TRAINING

1. Your Patrol is expected to know the information in this section. Use your Patrol time to review these points. Whenever you have down time, it is a good idea to go over this information again with your Patrol.
2. Create lists of topics & points that you want to cover during Patrol times. Share lists within your Leadership.

Mackinac Dos and Don'ts

See Appendix

Packing

1. The acceptable luggage size is found by the measurements of the duffle bag (height, width and length), when added together, should not exceed 60 inches.
2. Each piece of luggage must have a luggage tag with scout's name, address, and phone # and Troop 327
3. 3 pieces of luggage ONLY ~ backpack; sports / duffel bag & sleeping bag
4. Backpack Information:
 - a. Poncho - REQUIRED
 - b. Jacket – REQUIRED

- c. Lunch – REQUIRED
 - d. Anything else packed in their backpack (i.e., pillow) must fit into the backpack for marching to barracks.
 - e. There should be no key chains or other items dangling off the backpack. These items can make noises that can spook horses as we march up the hill to the barracks.
5. Luggage Information:
- a. Pack your shorts on top of your bag if a quick change is necessary once we arrive on the Island.
 - b. Cookies must be packed INSIDE luggage. Use a Pringles/Oatmeal container to keep them safe and uncrushed.
 - c. Pack your Secret Pal presents in a box in your luggage so presents you receive will have a place to go home in.
 - d. Take only as few items as you will need for the week.
 - e. Leave sentimental or valuable items at home.
 - f. Double check the packing list in the information sheets to make sure you have what you need.
 - i. The packing list is available on the website

Uniform

1. Review the Dos and Don'ts related to Uniform in Appendix.
2. Polo shirts go in the laundry basket immediately after morning flags in order to get it back for the following morning (if you need it before evening flags, tell the Advisor in charge of crafts that day, or the Advisor in the kitchen.)
Whites in the Light, Darks in the Dark.
3. Shorts or pants and socks need to be in the laundry basket immediately after dinner to get a clean uniform back by morning. Socks should be pinned together and should **not** be pinned to shorts or slacks.
4. Uniforms should always be hung in the closet, even if it is your busy day, or the Scout will be put on pig pen.
5. On your busy day, uniform pieces should not be put into the laundry unless they have gotten dirty.

Marching

1. There should be absolutely no talking while in formation or while marching. Including:
 - a. Waiting for Scouts from downtown houses to join your group to return to the Barracks.
 - b. When we get off the ferry and are waiting at the dock to proceed to the Barracks.

2. Check the uniform of your marching partner and the person in front of you when lining up and waiting to march to flags and duty.
3. Only the caller should call or talk if necessary.
4. When marching through the gates at the top of Fort Hill, merge into single file formation to go through the gate then back into regular formation once through the gate.
5. When stopped at the top of Fort Hill, do not block the gate. Make sure Island visitors can get through the gate.
6. Marching to Avenue is different than marching to town. Familiarize everyone in case of stand-ins due to injury, Governor's Residence detail, etc.

Duty Posts

1. Be on time: Be on the porch ready to go.
2. Sunday & Monday 1st Duty - If there are 1st year scouts at Biddle or Art Museum, they must be walked to their posts.
3. Scouts Drop off order
 - a. Fort: Enter through Avenue and proceed to drop off the scouts around the fort. (Avenue, Parade Grounds, North Sally, South Sally, Upper Gun, & Kids Quarters)
 - b. Downtown positions will march down the ramp to duty. Drop off scouts at Foot of the Ramp, American Fur Trade, McGulpin, Biddle and Art Museum will walk to their post separately.
4. 1st Duty: Be ready before flags - Starts at 10 a.m.
 - a. As soon as scouts are back from flags, each scout must grab their water bottle and guide book.
 - b. If any scouts for 1st duty will be coming from Fort Holmes/Post Cemetery their post must be covered until they are able to arrive from their flag.
5. 2nd Duty: 12:20 p.m.
 - a. Scouts should eat lunch before they go to duty. 1st lunch is available around 11:15 a.m.
 - b. On the porch at 12:05 p.m.
6. 3rd Duty: 2:55 p.m.
 - a. On the porch at 2:30 p.m.
7. Stand at parade rest with knees slightly bent.
 - a. No sitting (unless given a stool for health reasons) or leaning
8. No fidgeting. (i.e., playing with hair, shifting weight between legs)
9. Emphasize TALKING and being friendly to Island visitors. (e.g., Welcome to Fort Mackinac)
10. Drinking from their water bottle should be as often as necessary, but does not interfere with their ability to do their duty. Waterbottle should be placed on the ground behind the scout.
11. Scouts should know that it is inappropriate to complain to visitors or Staff.
12. Review what procedures should be followed at each post if there is a storm/rain.

13. Jackets should be placed in bins in the shower area before lining up for duty.
14. When Scouts return from duty, **before** they get out of marching formations:
 - a. Lead the Scouts to the shower area and watch to make sure all jackets are removed from the bins.
 - i. Bins will be checked during evening Pig Pen (when flags are lowered). Jackets found in the bin will result in that Scout and **her PL** being placed on the Pig Pen list.
15. Be friendly BUT don't socialize with Fort Staff.
16. Scouts who are not on duty should not socialize with Scouts who are standing duty.
17. Explain that Scouts should seek assistance from the State Park employees (GSR, interpreters) if they are approached by someone inappropriately.
18. Scouts should know locations and routes to:
 - a. Drinking Fountains
 - b. Restrooms
 - c. Medical Center
 - d. Post Office
 - e. Kiosk Ticket Booths
 - f. State Park Visitor's Center
 - g. Fort Mackinac Tea Room
 - h. Fort Mackinac Food Cart
 - i. Biddle House & Blacksmith Shop
 - j. Mackinac Island State Park Commission Office
 - k. McGulpin House
 - l. American Fur Company/Dr. Beaumont Hospital
 - m. Mission Church
 - n. Bark Chapel
 - o. Governor's Summer Residence
 - p. Arch Rock & Sugar Loaf
 - q. Stuart House City Museum
 - r. The Butterfly House
 - s. Wings of Mackinac
 - t. The Cemeteries
 - u. Boat Docks
 - v. Grand Hotel
 - w. Manoogian Art Museum
19. Scouts should be aware the Governor's Mansion is open for tours Wednesday mornings from 9:30-11:30 a.m.
20. Any tips (monetary or otherwise) should be politely declined.
21. Ask guests where they are from and add their locations to the list in the duty bag. Pins will be added to the world map contest.
22. If your Patrol has duty during the parade:
 - a. Ask for volunteers (first from your Patrol, then the Troop) to stand duty at all duty posts during the parade.
 - b. Stop at the Visitor's Center to use the bathroom and get water before heading down to the staging area.

- c. Make sure there is Leadership to relieve the Scouts on duty.
- d. Make sure that Scouts are picked up at the end of duty.

Relieving

1. Before leaving for duty, make sure to take a duty bag with you. Contents include:
 - a. Pen & Paper
 - b. Feminine Hygiene products – in case of emergency
 - c. Band Aids
 - d. Hair Ties
 - e. Kleenex
 - f. Hard Candy – in case of low blood sugar or wooziness
2. Relief should begin after 20 minutes of the Scout on duty.
 - a. In the fort, start with Avenue, then proceed to Parade Grounds, North Sally, Upper Gun, South Sally, and finally Kids Quarters.
 - b. Downtown starts with Foot of the Ramp, then proceeds to American Fur Co., Biddle, McGulpin, and then finish at the Art Museum.
3. Scouts should take a 5–7-minute break.
4. Once the scouts have all had a relief, the reliever takes a 10-minute break.
5. Repeat the rounds as often as possible so that the Scouts on duty can have multiple breaks. It makes the time go by faster.
6. If possible, have the LIT relive while either the APL or PL stand duty so she can gain some experience.

Flag Raising and Lowering

1. There should be absolutely NO talking or fidgeting.
2. When marching to and from flag posts, flags should be carried in the right hand.
3. Flags should be raised BRISKLY. Flags should be lowered SLOWLY.
4. Emphasize flags going up/down TOGETHER – watch other flags.
5. While waiting to raise the flag:
 - a. The ropes should form a triangle held with right hand and left hand behind your back in parade rest until the call to attention.
 - b. Stand away from the pole so the flag doesn't wrap around the line. If this happens, shake the line to release the flag.
 - c. The flag should not be partially raised but unfurled, draped over the shoulder, and held so that the flag does not touch the ground, but ready to go up the pole
 - d. The person holding the flag should not be the one who will need to pull the lines to raise the flag.
6. After raising the flag, check your flag to make sure it is flying properly. It is better to take care of any problems immediately

- a. Make sure the line does not prevent the flag from flying freely. If necessary, flick ropes to make sure the flag is able to fly free.
- b. Make sure the flag is not flying upside down, if it is, immediately correct the flag and right it.
7. Review half-staff procedures.
 - a. Flags are raised to the top of the pole, wait 3 seconds and then lower to $\frac{1}{3}$ of the length of the pole.
 - b. Fort Main only comes down $\frac{1}{4}$ of the distance.
 - c. Only flags flown at half-staff: Fort Main, Governor's, Scout Barracks, Art Museum, downtown houses, 2 behind the sign at the bottom of the ramp.
8. Fort Main should take gloves to raise flags.
9. Review flag calls for horseshoe and flag duty. (See Appendix)

Fire Drill

1. Set your meeting spot during an intown meeting.
2. Don't panic.
3. Make sure your bunk partner is up and, on her way, out of the Barracks.
4. The Scout in the bunk nearest the light switch should turn on the lights.
 - a. An SPL will give the Scouts more information on the first day.
5. Don't talk.
6. Walk quickly to your Patrol's designated meeting spot.
7. Line up so it is easier for your Patrol Leader to take a headcount.
8. Sit down when your Patrol Leader says everyone is present.

Cooking

1. You must wear closed-toe shoes in the kitchen.
2. Your hair must be tied back.
3. Wear an apron when you are in the kitchen.
 - a. Aprons can be found on hooks on the wall or in the laundry basket in the kitchen
4. You are only allowed in the kitchen only if your Patrol is cooking that day.
5. Wear your uniform to the kitchen when you come to cook breakfast.
 - a. Leave your sash on your bed.
6. Wash your hands frequently.
 - a. After touching your hair, face, or other body parts.
 - b. After using the bathroom.
 - c. When switching food products (vegetables, fruit, or meats) or tasks.
7. Breakfast

- a. 7:15am – Report promptly to the kitchen – unless an earlier time is necessary.
 - b. 7:55am – Ring bell for breakfast
 - c. 8:00am – Serve breakfast
8. Lunch
- a. Serve lunch buffet style in the dining hall.
 - b. Make sure to refill food in dishes as necessary and keep food warm.
9. Dinner
- a. Serve dinner as soon as possible after evening flags
 - b. Serve dessert once everyone at your table has finished eating the main course.

Hopping

1. Preparing the dining hall for breakfast & dinner
 - a. Decide on a grace – located behind the door in the First Aid Room.
 - i. There are 2 of each grace & 2 blank boards to put them on with binder clips.
 - b. Set the tables with the proper amount of place settings
 - i. For breakfast it is 58.
 - ii. For dinner is 58 + # of guests.
 - c. Set tables with cups, silverware & napkins.
 - d. Place seating cards for Advisors at window-end of 4 tables.
 - e. Place seating cards for hoppers at inner-end of each table.
 - f. Place salt and pepper on each table.
 - g. Put serving utensils out for all the food items.
 - h. Place a stack of plates out on the back porch for scouts to pick up as they get their food.
2. Keep noise level minimal at your table.
3. Be aware of how much food is available so that you can get additional food from the kitchen as needed. If the kitchen runs out, check other tables to see if they have extra to share.
4. BEFORE, you serve dessert and everyone at your table is done eating:
 - a. Make sure all serving platters have been placed on the island in the kitchen to put away the leftovers. Do not stack plates to bring them into the kitchen. Keep Drinks on the table.
 - b. Collect dirty dishes from the table. Keep cups at the table along with silverware necessary for dessert.
 - i. Pass spatula and silverware basket.
 1. Ask diners to place silverware ONLY in baskets (remind diners to keep any silverware they may need for dessert).
 - ii. Ask diners to scrape all food from their plates onto the top plate, and send the plates to the end of the table.
 1. Scrap food/napkins into compost.
 2. Place landfill items in landfill garbage.

- c. Put dirty dishes (plates, silverware not necessary for dessert) on the dirty dish carts.
 - i. Place SMALL stacks of cups neatly on the top shelf of the carts.
 1. Make sure all of the liquids have been dumped in the sink.
 - ii. Stack all plates neatly on the second shelf of the cart.
 - iii. Stack bowls and serving dishes on the bottom shelf of carts.
5. Serve dessert.
6. Make sure everything has been cleared off your table after everyone has finished dessert.

Meals

1. Breakfast & dinner are mandatory. Scouts must be in the Dining Hall shortly after the doors open.
 - a. Come to breakfast in your uniform except your sash.
2. EMPHASIZE talking quietly at meals – keep noise level down.
3. Scouts should not block the hallway while waiting for the Dining Hall to open for meals.
4. Guests should be first to enter the dining hall and select a seat.
5. Scouts should wear their name tags and cords to meals.
6. Lunch is available starting around 11:15am and is put away around 1:15 pm.
 - a. Scouts serving 2nd duty should get to eat first so they can eat before they go to duty, then other Scouts in the Barracks can eat.
 - b. Busy day Patrol can eat once dismissed by their Patrol Leader to do so.
 - c. Lunch will be refilled for Scouts returning from 1st duty.
7. Busy Day Patrol will wash all of the lunch dishes.
8. Crystal Light is only available for lunch and snack time.
9. Afternoon snack dishes are cleaned by the busy day Patrol.

Pig Pen

1. Pig Pen is checked twice each day:
 - a. In the morning, when kapers are checked.
 - b. In the evening, while flags are lowered.
2. Make your Patrol members aware of what Advisors look for when checking Pig Pen:
 - a. Nothing under the bed.
 - b. Shoes in closet (NEATLY).
 - c. Luggage on the foot of the bed.
 - d. Uniform hung in closet (this includes Scouts who are on busy day).
 - e. Bed neat (nothing lumped under the blankets; only thing on bed should be duffel/backpack at foot of bed).

- f. Towel may be hung on end of bed (NEATLY).
 - g. No trash under bed or on floor.
 - h. Nothing on lost and found table.
 - i. Pick up cleaned laundry from lost and found table.
3. Scouts whose jacket is in the bin during 2nd Pig Pen check (while flags are lowered) will be placed on Pig Pen list along with their Patrol Leader.
4. Scouts should know the consequences of being put on the Pig Pen list:
 - a. 1st time: warning
 - b. 2nd time: assigned an extra kaper
 - c. 3rd time: restricted to barracks
 - d. 4th time: Patrol restricted to barracks
5. There is a daily “Busy Bee” award and a prize for the neatest bunk.

Secret Pals

1. The SPLs will give all of the Scouts a completed Secret Pal form at the overnight meeting. This will share some of the likes and dislikes of the Scout on the form. The Scout on the form is your Secret Pal.
2. On the Island, each day you will get a small gift to your Secret Pal. Ideas include:
 - a. Leaving it on their bunk while they are away from it
 - b. Have a friend deliver the gift
 - c. Be creative
3. Gifts should be small and there should be 6-7 gifts and they should total no more than \$15-20. Examples include:
 - a. Magazines
 - b. Candy
 - c. Hair Ties/Accessories
 - d. Chapstick
 - e. Flip Flops
 - f. Nail Polish
 - g. Fudge
 - h. Small Toys
 - i. Pens & Stationery
 - j. Coloring Books

When Leaving the Barracks

1. Scouts must be back to the Barracks for evening flags no later than 5:15pm.
2. Whenever you leave the Barracks, make sure your bunk can pass Pig Pen Check.
3. To go to town:
 - a. There must be an Advisor signed out as “In-Town Adult”

- b. You must be in uniform
 - c. You must have two buddies – travel in thruddies
 - d. You must sign out on the board.
 - e. You must be back to the Barracks by 5:15pm.
4. To go to the Fort:
 - a. You must be in uniform
 - b. You do not need a buddy if you are going ONLY to the Fort.
 - c. You must sign out on the board.
 5. To go hiking:
 - a. You must go in groups of 3 Scouts or more.
 - b. You must NOT wear your uniform.
 - c. You must sign out on the board.
 6. To go biking:
 - a. You must wear a helmet.
 - b. You must not wear your uniform.
 - c. You must go in groups of 3 Scouts or more.
 - d. You must sign out on the board.

4. THINGS YOU SHOULD DO BEFORE LEAVING FOR THE ISLAND

1. Make sure bed name tags are made for all Patrol members.
2. Assign duty stations and create a duty schedule.
 - a. Get input from Patrol members as to which duty posts they would be interested in standing.
 - b. Provide members of your Patrol a duty schedule in advance, so their parents will know where to find their daughters if they visit the Island.
3. Assign Kapers
 - a. Get input from Patrol members as to which kapers they would like to do.
 - b. If your Patrol has two busy days, see if the Scouts want to switch jobs, or stay with the one they learned the first time through.
4. Make a small duty list for each scout to pin inside her sash showing her duty posts for the week. Make sure to also listed the barracks phone #.
906-847-6166

5. BUS

1. Arrive on time
2. Get your Patrol balloon from the Transportation Advisor.
3. Stand at your designated area with your balloon.
4. As Patrol members arrive:
 - a. They will check in with the Transportation Advisor.
 - b. Instruct them to leave their backpack with you, take their luggage to the Patrol loading the bus, and return immediately to you.
5. When all your Patrol members are present, advise the SPL working with you. Then have your Patrol line up in marching formation and stand where the SPL directs you.

6. ON THE ISLAND, FINALLY

1. Make sure new Scouts feel comfortable
2. Make sure your Patrol members are on time:
 - a. Breakfast and Dinner
 - b. Flag duty
 - c. Guide duty
3. When your Patrol has guide duty:
 - a. **BE ON TIME!**
 - b. Before your Patrol lines up to go to duty, have the Scouts place their jackets in the bins in the shower area.
 - c. Inspect uniforms before leaving for guide duty.
 - d. Escort Patrol to guide duty.
 - e. Relieve Scouts on guide duty.
 - f. Stand guide duty when needed.
 - g. Bring Scouts back from guide duty.
 - h. When Scouts return from duty and **before** dismissing them:
 - i. Direct Scouts to retrieve their jackets from the bins.
 1. The bins should only have ponchos in them after your Patrol returns from duty.
 - ii. Empty the water bottle and return the duty bag to the Advisor's Room
 - iii. Turn in places for the map game.
4. When your Patrol is cooking and has kapers:
 - a. Meet with the Advisor the night before to review the menu, plan the day and determine what time your Patrol should be in the kitchen in the morning. Make sure your Patrol is there on time!
 - b. Make sure your Patrol members have their hair tied back, are wearing aprons and are wearing closed-toe shoes.

- c. With the Advisor in the kitchen, coordinate what needs to be done and then give assignments to Patrol members.
 - d. Give kaper assignments to Patrol members.
 - e. Make sure new Scouts know what to do. (This is a great opportunity for Big/Little Sisters.) Help them when possible.
 - f. Supervise Patrol members and help where needed.
 - g. Wash all lunch dishes: plates, silverware, cups, pots and pans, and put away dishes that have been washed and left to air dry.
 - h. When the last lunch is over:
 - i. Check the bathrooms for cleanliness.
 - ii. Empty the garbages in the kitchen
5. Collect all kaper cards from your APL or LIT once their area is completed. You should try to remember which Patrol members had which kapers in case they have to be called back to re-do a task.
 6. Your Patrol will be the table hoppers:
 - a. This is your theme night, so you will want to decorate before dinner.
Remember: No Table Confetti.
 - b. Select a table grace (both of them).
 - c. When you set the tables make sure you put out serving spoons/forks.
 - d. Set the right number of places.
 - e. Make sure the Patrol members know how much food is still available in the kitchen.
 - f. Make sure Patrol members are aware that they can check other tables for food items if the kitchen has run out.
 - g. Make sure new Scouts know what to do as a hopper. Pair experienced Scouts with new Scouts.
 7. Help keep the noise level at your dinner table to a minimum.
 8. Perform a service project with your Patrol.
 - a. This can be done on your busy day or another day.
 - b. Talk with your Patrol before going to the Island.
 - c. Talk with the Advisor about timing if you are going to go on your busy day.
 9. Help keep Barracks quiet at night.
 10. Attend Court of Honor meetings on the Island as they are called.
 - a. Attend COH ready for bed to minimize the disruption to the Scouts that are sleeping/trying to sleep.
 11. Return your duty/kaper cards to your Leader-In-Training on Friday evening.
 12. Actively participate as a member of your Patrol and in Troop programs.

Chapter 3:

LEADER-IN-TRAINING

Qualifications:

1. At least two prior years' experience at Mackinac
2. Earn at least one Mackinac IP
3. Be responsible and organized
4. Outgoing and friendly
5. Ability to relate well with Scouts and Leadership
6. Demonstrate leadership abilities:
 - a. Give directions not orders
 - b. Correct without being critical
 - c. Encourage and bring out the best in others
 - d. Resolve differences without preference
7. Willingness to serve as a positive role model
8. Patient and understanding
9. Work well as a team member
10. Able to attend all in-town meetings and full week on Mackinac Island
11. Attend a Leadership Prep session the previous year on the Island

LIT Responsibilities

1. COMMUNICATION

COMMUNICATION is key if the Mackinac Troop is to run efficiently. Stress to the Leadership how important it is to keep the lines of communication open. The leadership within each Patrol needs to stay in contact with one another, as well as the Scouts in their Patrol.

Helpful Communication Tools:

1. Check your email, text, and other communication lines regularly.
2. Return calls, texts, and emails promptly. This can include just a note indicating you received the message and will follow up at a later time.
3. Reminders for the next meeting:
 - a. If sent by email, copy all Advisors
 - b. Include our web address: www.mackinac327.weebly.com
 - c. If you do not receive a response, make personal contact (Text or Phone Call) with the scout
4. Keep a list of things you want to talk about with patrol leadership team

What is Expected of You:

1. Coordinate with PL and APL as to who is in charge of which responsibilities, who is bringing what, who is calling which Patrol members, etc.
2. Write a detailed list of information, the SPLs will give you, to be conveyed to your Patrol members in your reminder communication.
3. After you have the attendance for any scouts you are responsible for, advise your Patrol Leader right away so that she can let the SPLs know..
4. If a scout tells you that she is unable to attend a meeting, remind her that it is her responsibility to contact the Senior Advisor.
 - a. When you notify the Patrol Leader let her know all reminder calls have been made, advise her of any Scouts who will be absent.
5. AS SOON as you know you will not be able to attend a meeting (Court of Honor, General Meetings, etc.), you should immediately contact the Senior Advisor and your other Patrol Leadership to let them know.
 - a. Make arrangements with your Leadership team to ensure your responsibilities for the meeting you will miss will be covered.
6. Following the meeting you missed, it is YOUR responsibility to contact your Patrol Leadership to find out what happened at the meeting.

2. MEETINGS

What is Expected of You:

1. Set an example
2. Attend all meetings
3. Be prompt
4. Turn off your cell phone
5. Wear your uniform properly
6. Wear a name tag
7. Respect Scouts, Leadership and Advisors
8. Turn in money and forms in a timely fashion.
9. Make sure receipts for banner supplies and theme night are turned into the Senior Advisor for reimbursement.
 - a. Give your receipts to the Senior Advisor for reimbursement.
 - i. Put the receipts in an envelope with your name, who the check should be payable to, and the amount of the check.
10. At Court of Honor meetings, decide what special event you will do for the Big/Little Sisters at the next in-town meeting.
11. Be ready to stand-in for absent APL.
12. Be an active participant and help where needed.

3. BIG & LITTLE SISTERS

1. Pair up the new Scouts in your Patrol with a Big Sister before the February meeting.
2. Distribute red cords at the beginning of each meeting and collect them at the end of each meeting.
3. Encourage the experienced Scouts to include the new Scouts in their conversations.
4. Make yourself available for questions.
5. Check in with each pair regularly to make sure that the Little Sister is getting all of her questions answered.
6. Review the How to be an Awesome Big Sister sheet (See Appendix)

4. BUS

1. Arrive on time.
2. Proceed to your Patrol's designated area (your Patrol Leader should be there with a balloon).
3. Check in with the Transportation Advisor and your Patrol Leader.

- a. If you arrive before your Patrol Leader and Assistant Patrol Leader, get your Patrol's balloon from the Transportation Advisor and stand in your Patrol's designated meeting place.
6. When your PL or APL arrives, give her the balloon.

5. ON THE ISLAND, FINALLY

1. Give new Scouts special attention and help them feel comfortable. Try to remember how it felt when you were a new Scout.
2. On arrival day, take new Scouts on a tour of the Barracks, using the suggestions in Section "6. Barracks Tour" of this Chapter.
3. Actively participate as a member of your Patrol and in Troop programs.
4. When your Patrol has guide duty:
 - a. Stand guide duty when needed.
 - b. Escort Patrol to guide duty, when needed.
 - c. Relieve Scouts on guide duty, when needed.
 - d. Bring Scouts back from guide duty, when needed.
 - i. **Before** dismissing them, direct Scouts to retrieve their jackets from the bins.
 - ii. After dismissing them:
 1. Empty the water bottle
 2. Return the Duty bag to the advisor's room
 3. Turn in places for the Map Game
5. Try to keep an eye on new Scouts and if they seem to be struggling, you might want to talk with the Big Sister and suggest ways she can help her Little Sister and take her under her wing.
6. When your Patrol is cooking and has kapers; give special attention to new Scouts if they need help.
7. When you act a hopper:
 - a. Make sure the Patrol members know how much food is still available in the kitchen.
 - b. Make sure Patrol members are aware that they can check other tables for food items if the kitchen has run out.
8. Help keep the noise level at your dinner table to a minimum.
9. Check in with your Little Sisters to make sure they are finding time for showers, crafts, etc.
10. Perform a service project with your Patrol.
11. Help keep Barracks quiet at night.
13. On Friday evening:
 - a. Collect kaper cards, duty cards and maps from your Patrol Leader.
 - b. Turn in the cards along to the Housekeeping Advisor.

6. BARRACKS TOUR

1. Front Porch/Parade Grounds
 - a. Where we hold Barracks Flag ceremony.
 - b. Where their Patrols will assemble during a fire drill.
 - c. Show Scouts flag cupboard and explain that SPLs distribute flags and collect flags and only SPLs return flags to the cupboard.
 - d. Point out the Field Office where we get our paper towels, TP, etc.
2. First Aid Room:
 - a. Where we keep the box containing grace posters we use for meals.
 - b. Where the Scout Coordinator's room is located (which is absolutely off limits) and explain the importance of being quiet in the morning while you are in the kitchen and while you are moving around upstairs in the morning.
3. Dining Hall:
 - a. Where the mailbox is located.
 - b. Explain the phone is only answered by the Scout Coordinator or Advisor and people in the room must be quiet when the phone is in use.
 - c. Where we eat and indicate where the Advisors and the hoppers sit.
 - d. Let Scouts know that this is where the crafts are generally set up once the kapers have been completed (sometimes outside on the back porch). Remind Scouts there is to be no food, drinks, or uniforms at the craft tables.
 - e. Remind Scouts that if the dining room doors are closed, that means it is off limits.
4. Kitchen:
 - a. Remind Scouts, the kitchen is off limits unless you are a cook or dishwasher.
 - b. Indicate where the aprons and dishtowels can be found.
 - c. Give a brief tour of where things are located: silverware/utensils, dishes, canned goods, paper products, refrigerator, freezer, and dishwashing stations.
5. Back Porch:
 - a. Explain where the recycling boxes are located on the porch (hopefully they will be in place by the time of your tour ~ if not, just pretend they are there).
 - a. Show scouts the hot water tap (just next to the back door by the kitchen)
 - b. Show the Scouts where the boxes of recycled items should be emptied (the bins in the back), and where cardboard boxes are stacked
 - c. Show Scouts the shed and where they can find mops, buckets, brooms, etc.
 - d. Show Scouts the side/back of the shed where the garbage bags are put into the bins.

6. Bathrooms:

- a. Show Scouts where the showers and bathrooms are located (use of the sanitary bags and trash cans in the stalls.)
- b. Show Scouts where the cleaning supplies are located in the laundry room. Where the work gloves are located (in the cupboard) that we use for picking up trash, for service projects, etc.
- c. Show Scouts where the laundry baskets are and explain that the white laundry should be in the baskets immediately after morning flags, and the khaki laundry should be in the baskets after dinner. Show them where we keep the safety pins for pinning socks together.
- d. Show Scouts where the bins are located for storage of jackets/ponchos during duty. Make sure new Scouts know they should collect their jackets upon returning from duty.

7. Hallway:

- a. Show Scouts the world map and explain how they can get pins for their Patrol to post on the map.
- b. Show the Scouts the sports closet and explain that they may use the equipment and games as long as everything is returned and put back neatly.
- c. Show Scouts the bulletin board and what they can expect to find there: kaper chart, menu, pig pen list, misc. info, etc.
- d. Show Scouts the sign in/out board and explain how to use it. Indicate that the daily uniform and any changes in the daily uniform are posted on the board. Remind them that before a Scout leaves for town she should check and make sure an Advisor has signed out for "town".

8. Upstairs:

- a. The table at the top of the stairs: explain that clean laundry is left on this table and it is the responsibility of each Scout to collect her laundry. If her laundry is on the table during Pig Pen check (1st during morning kapers; 2nd during evening flags), her name will be put on the Pig Pen list.
- b. Show the Scouts the exits that are used during fire drill and explain that these exits are not to be used for any other purpose.
- c. Show the Scouts the name tags on the bunks and explain this is how the Scouts can find their secret pal bunks so they can leave their gifts.
- d. There should be two garbage containers at the top of the stairs (again, please stress the importance of separating trash).
- e. Remind Scouts they must get an OK from an Advisor at the barracks before bringing any guests upstairs – and they must be sure and warn the Scouts upstairs that they will be bringing guests up in case someone is in the middle of changing clothes.

9. Advisors' Room:

- a. Show them where the Advisors' room is located and explain that any lost and found items should be turned into an Advisor and all items will be kept in the leaders' room until claimed.

- b. Indicate that any Scouts that need medication will need to come to the Advisors' room and ask the First Aid Advisor for their meds.
- c. Let the Scouts know that the Advisors' room is off limits unless permission is given by an Advisor for a Scout to be in the room.
- d. Let the Scouts know that a safe is available in the Advisors' room for anyone wishing to keep their money under lock and key.

Appendix

Incentive Program:

- 1st Place gets to choose their bunk and seat on the bus first. In ranking order the 2nd, 3rd and 4th place will then choose their bunk and seat.

January:

- All Leadership Present (excused absences will still cause this point to be lost)

February:

- Attendance to SPLs on time
- All Leadership Present (excused absences will still cause this point to be lost)
- Perfect Attendance (excused absences are allowed)
- Name tags on and visible
- Transportation Form
- Parent Permission
- Commitment Form

March:

- Attendance to SPLs on time
- All Leadership Present (excused absences will still cause this point to be lost)
- Perfect Attendance (excused absences are allowed)
- Name tags on and visible

April:

- Attendance to SPLs on time
- All Leadership Present (excused absences will still cause this point to be lost)
- Perfect Attendance (excused absences are allowed)
- Name tags on and visible
- Uniform Check off based on % of patrol: 50% - 1 pt 50%-75% - 2 pts +75% - 3 pts + 1 pt per leadership (3 pts max)
- Mess Kit
- Phone Tree Name

May:

- Attendance to SPLs on time
- All Leadership Present (excused absences will still cause this point to be lost)
- Perfect Attendance (excused absences are allowed)
- Name tags on and visible
- Heath Forms Turned In
- Copy of Insurance Card
- Patrol in Full Uniform

June:

- Attendance to SPLs on time
- All Leadership Present (excused absences will still cause this point to be lost)
- Perfect Attendance (excused absences are allowed)
- Name tags on and visible
- Patrol in Full Uniform
- Bed Tags complete

Patrol Fast Start:

Color: _____

Patrol Name: _____

Delegate tasks to any level girl:

Budget for Patrol Expenses \$5 X _____ # of scouts = \$ _____

Researching stuff to buy for theme night

Buying Supplies for theme night

Making Name Tags for Monthly Meetings: _____

Making Announcements at each Meeting

February _____ **March** _____ **April** _____ **May** _____ **June** _____

Who is going to send out emails each month:

February _____ **March** _____ **April** _____ **May** _____ **June** _____

Who will report to the SPL (_____) for the Patrol each month:

February _____ **March** _____ **April** _____ **May** _____ **June** _____

Assign Kapers for each Busy Day

Get input from scouts on which Kapers they are interested in by the February meeting so it can be put together by the March Meeting for the girls to learn their Kapers at future meetings

Assign Dish Washing Stations for each Dish Washing assignment

Assign Duties for each Duty:

Get input from scouts on which duty posts they are interested in by the February meeting so it can be put together by the March Meeting for the girls to learn their duties

*Do you have Duty during Church on Sunday?

*Do you have Duty during the Parade on Sunday?

*Who will be relieving where on which days

Make small duty list for each scout to put inside sash with barrack's phone # (906)847-6166

Kaper	Day 1	Day 2	Day 3
Toilets			
Sinks & Counters			
Showers			
Sweep Down Stairs			
Sweep – Up Stairs			
Dusting & Garbage			
Mop			

Post/Day of Week					
Fort Relief					
Avenue					
Parade Grounds					
North Sally Port					
South Sally Port					
Upper Gun					
Children’s Discovery					
Downtown Relief					
Foot of the Ramp					
American Fur Trade Museum					
Biddle House					
McGulpin					
Art Museum					

Mackinac Island Scout Service Camp **Dos and Don'ts**



DOS:

Uniform Specific:

Always wear your name tags/cords, even in the barracks
 Stand up straight and proud
 Have clean, white, polos
 Wear a skin-tone or white bra with your uniform shirt
 Tuck your uniform shirt in neatly
 Check that your collar is folded down
 Fold your socks
 Use small, neutral hair ties and clips
 Keep your make-up neat and natural
 Keep your hair tied back neatly if it is long
 Wear **one pair** of small-stud earrings
 Wear comfortable brown shoes with closed heels
 Wear a conservative watch at all times
 Tuck up the strings of your jacket and snap all but the top snap
 Check for the correct uniform before leaving the barracks
 Have your uniform washed often



Barracks Specific:

Wear close-toed shoes in the kitchen (no Crocs)
 Bring flip-flops for the shower
 Always wear some type of shoes in the barracks
 Always wear a shirt in the barracks
 Keep your bunk area and closet neat
 Sign out when leaving the barracks and erase name upon return
 Be QUIET during any announcements
 Be respectful of all girls and adults
 Ask for help if there is anything you don't understand/remember

Duty/Town Specific:

ALWAYS wear a full uniform while shopping in town
 Stand up straight at parade rest on duty
 Take photos for visitors often
 Go to town or hiking in groups of at least 3

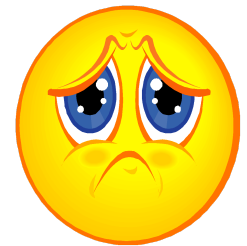
Smile!!

DON'TS:

DO NOT BRING A CELL PHONE OR HAVE IT BROUGHT TO YOU

Uniform Specific:

- Don't wear a uniform with stains on it
- Don't wear ANY nail polish other than clear
- Don't chew gum at any time
- Don't wear more than one pair of earrings
- Don't have a tattoo that is visible while in uniform
- Don't have hair dyed a color that does not exist naturally
- Don't wear a necklace in uniform
- Don't wear more than one ring per hand
- Don't wear any bracelets in uniform
- Don't put your hands in your jacket or pants pockets
- Don't hide your hands in the arms of your jacket
- Don't wear your sash in the kitchen EVER
- Don't wear your uniform in the kitchen without an apron



Barracks Specific:

- Don't hang out in the kitchen
- Don't complain to the Scout Coordinator
- Don't go into the Advisors' Room without knocking/permission
- Don't take cookies or other food from the kitchen without asking
- Don't bring food or drinks to the craft tables
- Don't bring food or drinks upstairs

Duty/Town Specific:

- Don't slouch/lean while on duty
- Don't leave your duty post without being relieved unless there is an emergency
- Don't fraternize with the fort staff (be polite and say hello, but don't distract them from their jobs)
- Don't complain to visitors if you're tired/cold/hungry/bored etc.
- Don't visit with other Scouts who are standing duty
- Don't pick flowers (there is a fine for picking flowers)
- Don't wade in the lake



MACKINAC ISLAND GENERAL
DAILY SCHEDULE

6:45 am	Cooks rise and shine
7:00 am	Light on, everyone rise and shine
7:15 am	Cooks report to kitchen in uniform
8:00 am	Breakfast
9:00 am	Barracks Flag
9:10 am	Assembly, Inspection ~ Downtown and Cemetery Flags
9:20 am	Assembly, Inspection ~ Avenue, Fort & Governor Flags
9:30 am	Raise Flags
9:45 am	1 st Duty fall out and report to assigned posts
10:00 am	Lock-Out ~ Kapers in Progress ~ No One in Barracks
11:15 am	First Lunch ~ 2 nd Guide Duty and anyone in the barracks eats
11:15 am	Crafts are put out in the dining hall or on the back porch
12:05 pm	2 nd Guide Duty Assembly, Inspection and Report to Duty
12:20 pm	2 nd Guide Duty Relieves 1 st Guide Duty
12:30 pm	Second Lunch ~ 1 st Guide Duty and anyone in the barracks
2:25 pm	3 rd Guide Duty Assembly, Inspection and Report to Duty
2:55 pm	3 rd Guide Relieves 2 nd Guide Duty
4:30 pm	Crafts are put away
5:15 pm	All Scouts Must Return to Barracks
5:30 pm	3 rd Guide Returns to Barracks
6:00 pm	Retire Barracks Flag
6:10 pm	Assembly, Inspection ~ Downtown and Cemetery Flags
6:20 pm	Assembly, Inspection ~ Avenue, Fort and Governor Flags
6:30 pm	Retire Flags
7:00 pm	Dinner
7:45 pm	Evening Program
9:00 pm	Call to Quarters, Evening Snack, Announcements
10:00 pm	Taps Lights Out

SPL DAILY SCHEDULE

6:30 am	Rise and shine Decided on uniform and post it
7:00 am	Turn lights on, everyone rise and shine
8:30 am	Make announcements after breakfast dishes are gone Put Troop sign out before Barracks flags Check with Scout Coordinator which flag to fly for Fort Main
8:45 am	Practice Barracks flags with morning Color Guard Make sure everyone is ready for flags
9:00 am	Barracks Flag Unlock the flag box and distribute flags
9:10 am	Assembly, Inspection ~ Downtown and Cemetery Flags
9:20 am	Assembly, Inspection ~ Avenue, Fort & Governor Flags
9:27 am	Call Untie
***	Check 1 st , 2 nd , 3 rd duty in fort and downtown once a day
11:00 am	Take mail down to the Post Office & bring back mail
***	Help Scout Coordinator when needed
***	Watch supplies of paper towels, toilet paper, and garbage bags.
5:15 pm	All Scouts Must Return to Barracks
5:45 pm	Practice flags with evening Color Guard Make sure everyone is ready for flags and have had a uniform check
6:00 pm	Retire Barracks Flag Bring in the Troop sign
6:10 pm	Assembly, Inspection ~ Downtown and Cemetery Flags
6:20 pm	Assembly, Inspection ~ Avenue, Fort and Governor Flags
6:25 pm	Call Untie Collect flags back into the box and return key
7:00 pm	Dinner
***	Flag Practice if necessary
7:45 pm	Evening Program
10:00 pm	Taps Lights Out
***	Court of Honor as necessary

Fort Trash: Sunday, Tuesday, and Thursday

Announce names at dinner. Make sure Scouts take key, trash bags, and trash cart

A Day in the Life: Busy Day

6:15 am - Rise & Shine

All day when you are in the kitchen: Closed toed shoes, hair tied back, and apron on!

7:15 am - Need to be in your uniform and ready to start cooking Breakfast

Wash your hands - hot water, lots of soap, and sing your ABC's twice!

Help your patrol in whatever job needs doing to get breakfast ready. Don't forget to pick your Grace.

8 am - Breakfast in the Dining Hall- buffet style - announcements for the day's craft, afternoon program, & other special events.

**Act as the hopper for your table.

**After breakfast has been put away - food only on the counters - and your patrol leadership has dismissed you, you have time to brush your teeth or just relax before Barrack's flag.

White uniform pieces need to be in the laundry room by flags to be cleaned for that day. **Your shirt from yesterday.**

8:55 am - Be on the front porch- Dressed in uniform - jacket/poncho on & ready before walking out the door to the porch

9 am - Barracks Flag - In the horseshoe - No fidgeting

Downtown will leave soon after barracks flags and avenue a short time later.

9:30 am - Flags go up BRISKLY!

March back to the barracks. Whew!

Change into your cleaning clothes and hang up your uniform. Quickly straighten your bunk. Grab your Kaper card and begin to gather your supplies.

10 am - Barracks on Lock-Out for Kapers. And GO! Work through your Kaper card as directed and make the barracks shine! Report to your designated leadership and get your next direction.

To the kitchen: Closed toed shoes, hair tied back, and apron on? Check!

Wash your hands - hot water, lots of soap, and sing your ABC's twice!

Help your Patrol in whatever job needs doing to get lunch and dinner ready.

11:15 am – 1st lunch is available for Scouts 2nd duty and other scouts hanging around the barracks (This is the best lunch ☺) Keep washing those dishes - busy day patrol will wash all of

the lunch dishes. You can eat after all of the other girls have eaten and your Patrol Leader has Ok'd it.

12:15 pm - Refresh the lunch table because 2nd Lunch is available from 12:30 pm until 1:15 pm

After lunch winds down and dinner prep is finished scouts may be dismissed from the kitchen to report back later. This is a great opportunity for a shower, a nap, a craft, a game, or just relaxing.

3 pm - Snack should be available.

4:30 pm - Crafts get put away

It's probably time to report back to the kitchen to decorate the dining hall for your theme night and finish making dinner.

5:55 pm - Be on the front porch- Dressed in uniform - jacket/poncho on & ready before walking out the door to the porch

6:00 pm - Barracks Flag - In the horseshoe - No fidgeting

Downtown will leave soon after Barracks flags and Avenue a short time later.

6:30 pm - Flags go down slowly!

**Only if your Khaki uniform pieces are dirty - they need to be in the laundry room by flags to be cleaned for the next morning.

Hot foot it back to the kitchen to get dinner on the table.

7 pm - Dinner is served. Yummm! Buffet style. Seat guests first. Meet and talk quietly with new friends.

**Act as the hopper for your table. Peanut Butter and Jelly are always available for anyone at your table that may not care for the evening meal.

**After dinner has been put away - food only on the counters - and your Patrol Leadership has dismissed you, you have time to just relax before evening program.

7:45 pm - Evening Program will commence! Fun will be had by all. Ohhh! Ahhh!

*Evening Snack will go out after program is complete

**Until lights out, showers can be taken, teeth can be brushed, music can be listened to, but...

9:45 pm – Last Scout can enter the showers.

10 pm - LIGHTS OUT! GOOD NIGHT GIRL SCOUTS!

A Day in the Life: On Duty

7 am - Lights go on upstairs

Need to be dressed in your uniform and ready for Breakfast by 8 am

8 am - Breakfast in the Dining Hall- Buffet style - announcements for the day's craft, afternoon program, & other special events.

After Breakfast you have time to brush your teeth or just relax before Barrack's flag unless we have breakfast dishes.

White uniform pieces need to be in the laundry room by flags to be cleaned for that day. **Your shirt from yesterday.

8:55 am - Be on the front porch- Dressed in uniform - jacket/poncho on & ready before walking out the door to the porch - If you have first duty, have your duty card & jacket/poncho in the bin

9 am - Barracks Flag - In the horseshoe - No fidgeting

Downtown will leave soon after barracks flags and avenue a short time later.

9:30 am - Flags go up BRISKLY!

March back to the Barracks – 1st duty will get dropped off on the way back.

10 am - Barracks on Lock-Out to complete Kapers - Pig Pen is checked.

Go for a hike, go to the Fort, go to town - NO entry until Kapers are completed.

10:45/11 am - Barracks are open - time for crafts, a shower, a nap

11:15 am - 1st lunch is available for scouts on 2nd duty and other scouts hanging around the barracks (This is the best lunch ☺) Please take your own dishes into the kitchen and put them on the cart to be washed by the busy day patrol.

12:05 am - 2nd Duty on the porch to leave for duty

12:20 pm – 2nd Duty relives 1st Duty

When 1st Duty comes back, they will pick up jackets from the bin, have a patrol meeting (turn in duty cards, find out the next day's adventures & talk about the day), then enjoy the rest of their day to explore the island, eat lunch, participate in afternoon program, play a game, go shopping, do crafts, take a shower, or take a nap.

12:30 pm - 2nd Lunch is available until 1:15 pm

2:25 pm - 3rd Duty on the porch to leave for duty

2:55 pm - 3rd Duty Relives 2nd Duty

When 2nd Duty comes back, they will pick up jackets from the bin, have a patrol meeting (turn in duty cards, find out the next day's adventures & talk about the day), then enjoy the rest of their day to explore the island, eat a snack, play a game, go shopping, do crafts, take a shower, or take a nap.

4:30 pm - Crafts get put away

5:15 pm - All scouts must be back in the barracks.

5:30 pm – 3rd Duty ends and reports back to the barracks

When 3rd Duty comes back, they will pick up jackets from the bin, have a patrol meeting (find out the next day's adventures).

5:55 pm - Be on the front porch- Dressed in uniform - jacket/poncho on & ready before walking out the door to the porch

6:00 pm - Barracks Flags - In the horseshoe - No fidgeting

Downtown will leave soon after barracks flags and avenue a short time later.

6:30 pm - Flags go down slowly! - Pig Pen is checked.

Khaki uniform pieces need to be in the laundry room by dinner to be cleaned for the next morning.

7 pm - Dinner is served. Yummm! Buffet style. Seat guests first. Meet and talk quietly with new friends.

7:45 pm - Evening Program will commence! Fun will be had by all. Ohhh! Ahhh!

*Once Evening Program is over, dinner dishes will be washed and evening snack will be available

**Until lights out, showers can be taken, teeth can be brushed, music can be listened to, but...

9:45 pm – Last scout can enter the showers.

10 pm - LIGHTS OUT! GOOD NIGHT GIRL SCOUTS!

CALLS FOR FLAG DUTY

RAISING FLAGS:

9:27 **“UNTIE”**

Untie ropes, untangle ropes, lower clips, clip flag to ropes, hold ropes in a triangle, face your partner, and remain at parade rest.

9:30 **REVEILLE**

Once the music starts come to attention

Music will play once

CANNON

Fort Cannon will fire once; if there is a misfire, cannoneer will fire the small cannon

Immediately raise **ALL** flags **briskly**, staying in-line with each other. Check your flag then tie ropes tightly and return to formation to march back to the barracks.

BUGLER

Plays “To The Colors”

LOWERING FLAGS:

6:27 **“UNTIE”**

Untie ropes, untangle ropes, hold ropes in a triangle, face your partner, and remain at parade rest

6:30 **RETREAT**

Music plays twice; remain at parade rest

CANNONEER

Cannoneer will fire once; immediately lower all flags **together, slowly and respectfully.**

BUGLER

Plays “To The Colors;” All flags should reach the bottom of the pole as the bugler finishes. Unclip flag, run ropes back to top of pole, tie ropes tightly and fold flag. Return to formation to march back to the Barracks.

ALWAYS REMEMBER:

- Flags are always together going up or down.
- Flags are to go up **briskly** and are lowered **slowly and respectfully**
- Stand up straight and walk proudly

BARRACKS FLAGS

Form horseshoe – Scouts stand at *parade rest*

Invite all guests on the porch to stand

MORNING BARRACKS FLAGS AT 9:00 AM:

- o **"UNTIE"** -- pull down clips (*all Scouts in horseshoe stand at attention*)
- o **"CLIP"** -- (*all Scouts in horseshoe place right hand over your heart*)
Color Guard clip on flag, checking top and bottom labels and to make sure you know who will be pulling the flag up. Once the Color Guard is ready they will step back to make a tight triangle with the ropes.
- o As bugler sounds "Reveille" or "Call to Colors," begin raising the flags (*briskly*), Troop flag stays right below American. *No Bugler – "Post the Colors"*
- o Color Guard ties ropes and step back in circle around flag pole
- o Scouts in horseshoe say Pledge of Allegiance when SPL begins - Color Guard stand *silently* at attention (until march back to the porch)
- o Scouts in horseshoe say Girl Scout Promise when the SPL begins - (*after Promise Scouts in Horseshoe drop right hand back to side and continue to stand at attention*)
- o Color Guard turn to Barracks and march back to porch (Color Guard remain on porch for announcements)
- o Announcements
- o Dismiss Scouts – walk out in formation

EVENING BARRACKS FLAGS AT 6:00 PM

- o **"UNTIE"** -- (*all Scouts in horseshoe stand at attention and place right hand over your heart*) Color Guard untie ropes, check to make sure you know who will be pulling the flag down
- o As bugler starts, begin lowering the flags (*nice and slow*), American flag following above Troop flag. *No Bugler – "Strike the Colors"*
- o Be ready to catch the flag as it comes down (*don't reach for flag, allow it to come to you*)
- o **"UNCLIP"** -- (*all Scouts in horseshoe lower right hand back to side and remain at attention*) Color Guard unclip flag, one Scout holds flag and rope while other Scout runs clips back up, then Scout holding the flag should help pull rope tight as other Scout ties the rope.
- o Fold flag neatly (*no red showing!*)
- o Stand back in two lines and march back to Barracks porch (Color Guard remain on porch for announcements)
- o Announcements
- o Dismiss horseshoe – walk out in formation

KAPERS

If additional toilet paper, bathroom paper towels, or garbage bags are needed, visit the Field House to request more. The Field House Office is directly across the parade grounds of the Barracks.



SINKS/COUNTERS/DRINKING FOUNTAIN

1 Scout ~15 minutes

- Advisors' and Kitchen Bathrooms & Main Bathroom:
 - Wash/dry sinks and counters
 - Refill soap and paper towels as needed
- Wash/dry drinking fountain in Main Bathroom

MIRRORS & WINDOWS

1 Scout ~15 minutes

- Clean windows inside & outside on front porch: 1st Aid Door; front door; Advisor's window (outside only)
- Clean windows inside & outside on back porch: kitchen door, main door
- Clean bathroom mirrors in main bathroom and Advisors' room
- Clean mirrors upstairs in sleeping area

TRASH

2 Scouts (the Scouts whose kapers were mirrors & windows AND sinks and counters)

- Empty trash from Kitchen:
 - Empty bathroom trash
 - Empty large garbage bins, wash out with hose
- Main Bath:
 - Empty trash from toilet stalls
 - Empty trash containers in main room
- Advisors' Room:
 - Empty trash in bathroom and main sleeping area

- Empty Trash:
 - Upstairs and on front porch
- Back Porch:
 - Empty trash
 - Empty recycling into wooden bins
- Rake stones
- Make sure shed is neat

DUST/PENCIL SHARPENER

2 Scouts ~10 minutes

- Dining Hall,
 - empty pencil sharpener near fireplace
 - dust fireplace mantle
- Dining Hall, Advisors' Room, Upstairs:
 - dust window sills
 - use damp cloth to clean between screen and windowsill

TOILETS

1 Scout ~20 minutes

- Main, Advisors' and Kitchen Bathrooms:
 - Clean toilets
- Refill toilet paper and sanitary bags as needed

SHOWERS

2 Scouts ~15 minutes

- Main Bathroom:
 - Clean showers
 - Any clothing/toiletries you may find should be put on table upstairs
- Advisors' Bathroom:
 - Clean shower
 - Shake rug outside and spread out to dry on concrete bench outside Advisors' room

SWEEPING Upstairs/Stairway

4 Scouts ~15 minutes

- Sweep and make sure corners are clean:
 - Sleeping area
- Sweep stairway steps & wipe corners with damp cloth
- Sweep downstairs hallway

SWEEPING Downstairs

2 Scouts ~20 minutes

- Sweep and make sure corners are clean:
 - First Air Room
 - Dining Hall
 - Advisors' Room
 - Advisors' Bathroom
 - Sweep Main Bathroom:

- Stalls
 - Back of the bathroom where the laundry sink is found
 - Shower area
- Back Porch:
 - Sweep and clean up any litter around the back of the barracks
- Front Porch:
 - Sweep and clean up any litter around the front of the barracks

MOPPING

2 Scouts (the scouts whose kapers were dusting and pencil sharpener)

ALWAYS EMPTY BUCKETS IN A GRASSY AREA AWAY FROM BARRACKS

- Mop (and follow behind with dry mop):
 - Main Bathroom:
 - Laundry sink area
 - Toilet stall area
 - Shower area
 - Sink area
 - Advisors' Bathroom

FINAL KAPER CHECKLIST

PATROL A

LOCATION	✓	FINAL KAPER
Outside		Shed Clean
Bathrooms		Kitchen bathroom clean per morning kapers
		Main bathroom clean per morning kapers
		All bathroom floors swept & mopped
Laundry Room		Slop sink clean
		Washer/Dryer clean - Lint screen clean

PATROL B

LOCATION	✓	FINAL KAPER
1st Aid Room		Mattresses flipped
		Dust shelves
		Clean windows
		Floor swept & mopped
Dining Room		Fireplace clean (if needed)
		Dust all shelves and fireplace mantles
		Pencil sharpener empty
		Light mantels clean
		Windows washed
		Window sills & screens cleaned
		Clean chalkboard
		Tables & benches clean
		Benched on top of tables
		Swept & mopped
Sports Closet		Swept & Organized
Advisor's Room		Bathroom Clean per morning kapers
		Bathroom floor swept & mopped
		All mattresses flipped
		Dust shelves
		Clean windows, window sills, & screens
		Clean Mirror
		Floor swept & Mopped

		Garbage Empty
Hallway		Stairs swept
		Clean smudge marks off walls in hallway and stairway
		Clean front & back door and windows
		Clean dry erase board
		Bulletin boards cleared
		Hallway floor swept & mopped
	Outside	
		Rake gravel path from barracks to the road
		Front & back porch swept
		Remove all spiderwebs from the front and back porch
		Clean the top of the flag cabinet
		Woodpile restacked (if needed)
		Rocks in back raked
		Garbage bins clean - at least 4 empty cans
		All boxed broken down and placed by recycling bin
		Wipe down picnic tables
All Fire Exits		Swept & free of liter
		All Cobwebs removed from building & stairs (rails, underside)

PATROL C

LOCATION	✓	FINAL KAPER
Kitchen		Stove hood (including little eave inside) & screens clean
		Oven racks, doors, grease traps clean (inc. 2" back)
		Trays & servings carts clean
		Microwave clean inside and out
		Clean windows and window sills
		Large circular fan (including blades and cage) clean
		All wooden surfaces clean (dutch door)
		Refrigerator, freezers, & ice machine clean (Including tops)
		Juice dispenser clean (Advisor)
		Toaster and wire coils clean
		Griddle clean
		Sinks clean
		Wall free of grease and dirt
		Pots, pans, serving dishes stacked neatly
		Shelves and counters cleaned
		Dishwasher trap cleaned out
		Garbage empty
	Floors swept & mopped	
	Clean drip pan in bottom of refrigerators	

PATROL D

LOCATION	✓	FINAL KAPER
Sleeping Area		All mattresses flipped
		Dust shelves
		Windows and window sills clean
		Mirrors clean
		Garbage empty
		Closets swept
		Floors swept & mopped
Outside		Load Carts and wrap with plastic
		Greany Grove free of litter, remove ashes from the fire pit, & stack extra firewood.

Dishwashing Stations

STATION 1: DISH SCRAPER (2 Scouts)

MOVE DISHES FROM CART INTO SINK (WITH DISPOSAL)

SCRAPE ANY REMAINING FOOD OFF DISHES, RINSE AND PLACE THE FOLLOWING IN TRAYS TO BE RUN THROUGH DISHWASHER:

glasses, plates, bowls, serving containers, silverware

SCRAPE ANY REMAINING FOOD OFF POTS AND PANS AND SERVING UTENSILS, RINSE AND PLACE ON COUNTER TO YOUR LEFT.

STATION 2: DISHWASHER

WASH DISHES IN WARM SOAPY WATER AND PLACE IN RINSE WATER ~ SINK ON YOUR LEFT

Wash serving utensils, overflow of plates, bowls, serving containers, oversized dishes that won't fit into dishwasher, pots and pans

WASH and DRY SINKS and COUNTERS AFTER ALL DISHES HAVE BEEN WASHED

STATION 3: DISH RINSER (use rubber gloves)

RINSE DISHES IN CLEAN HOT WATER AND PLACE IN BLEACH RINSE WATER ~ SINK ON YOUR LEFT

STATION 4: DISH RINSER~bleach water (use rubber gloves)

RINSE DISHES IN CLEAN HOT BLEACH WATER & STACK DISHES IN DRYING RACKS ON YOUR LEFT

STATIONS 5, 6 & 7: DISH DRYER

DRY DISHES, SILVERWARE POTS AND PANS

AS DRYING RACKS ARE FILLED WITH DISHES, MOVE RACKS TO ISLAND TO MAKE ROOM FOR ADDITIONAL DISHES TO BE STACKED IN DRYING RACKS

WHEN SILVERWARE BASKET IS FILLED, SPREAD DISH TOWEL ON ISLAND AND DUMP SILVERWARE ON TOWEL

PLACE DRIED DISHES ON DINING-HALL-END OF ISLAND TO BE PUT AWAY BY DISH STOWER

Clean, dry dishtowels can be found under counter.

After drying DINNER dishes, place wet dishtowels and dirty aprons in laundry basket located near kitchen bathroom.

STATIONS 8 & 9: DISH STOWER

AFTER DISHES HAVE BEEN DRIED, PUT AWAY IN THEIR RESPECTIVE PLACES – **Do not stack too high**

STATION 10 & 11: TABLE WASHERS AND SWEEPERS

WASH DINING ROOM TABLES AND BENCHES

DRY TABLES AND BENCHES

PUT BENCHES ON THE TABLES

PUT TABLE GRACE BACK INTO BOX BEHIND DOOR IN FIRST AID RM

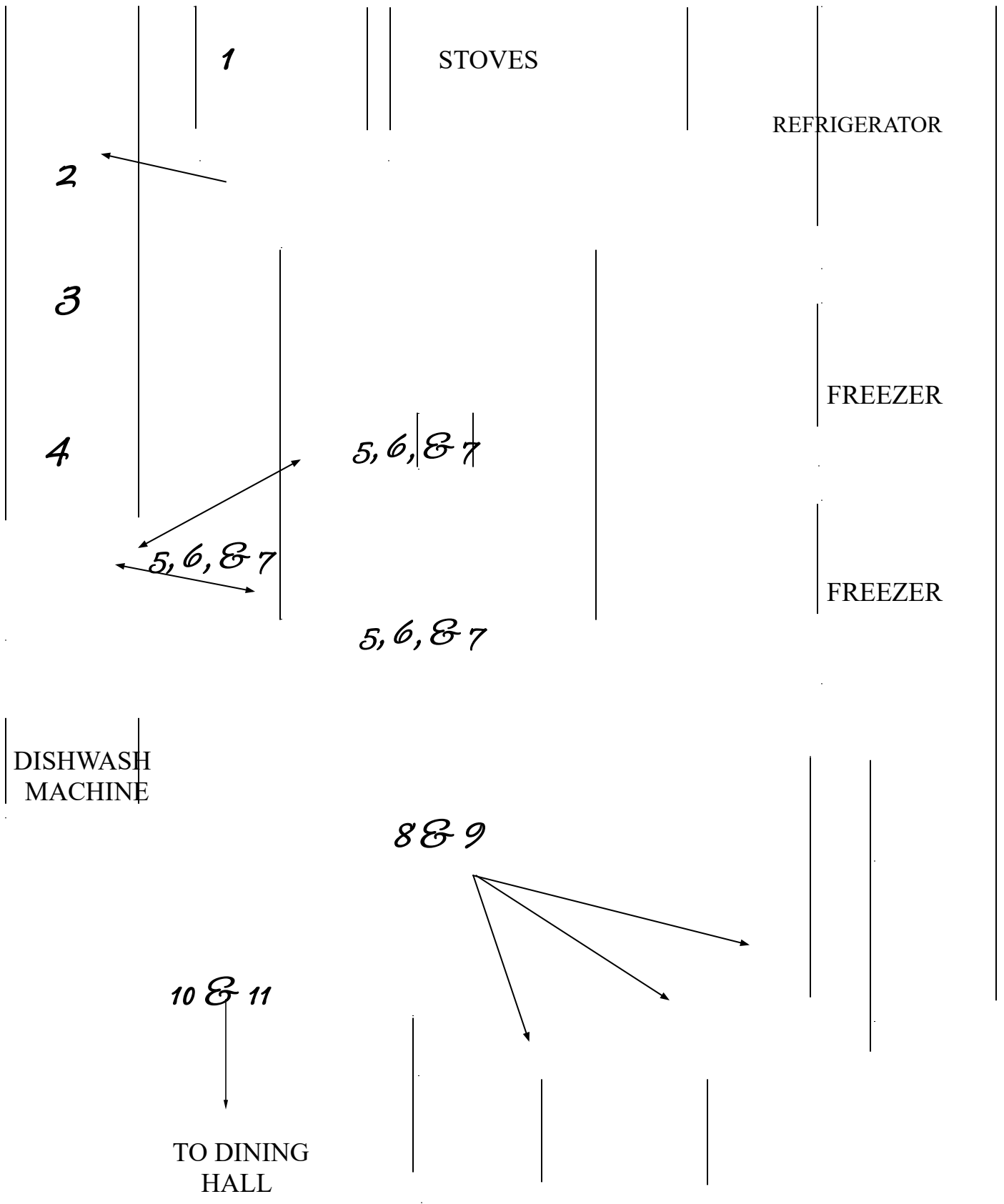
PLACE “Reserved” SIGNS BACK ON MANTLE

DINNER DISHES ONLY

SWEEP THE DINING HALL

AFTER DISHES ARE WASHED AND PUT AWAY, SWEEP KITCHEN

***Switch stations so Scouts have an opportunity to learn the different jobs.**



SAMPLE DINNER INVITATIONS

The invitation for MISP executives should be handwritten by an SPL on stationery supplied by Senior Advisor.

Dear X,

You and your family are cordially invited to join Girl Scout Troop 327 for dinner at the Scout Barracks on _____, June _____, at 7:00 pm.

We are looking forward to seeing you.

Sincerely,

[both SPLs sign]

Senior Patrol Leaders

The Senior Advisor will let you know if there is anyone else to whom you need to send an invitation.

When we arrive on the Island, the SPLs can take the invitations to the MISP office.

HOW CAN I BE AN AWESOME BIG SISTER?

We want our New Scouts to feel like they belong. It is important that no one feels left out or unprepared. Here are some ideas to help your Little Sister feel that she is part of the Troop.

In Town:

- When your “Little Sister” comes to the monthly meetings, save a spot and invite her to sit with you.
- Introduce your “Little Sister” to your friends, help her learn names and include her in your conversations.
- Give your “Little Sister” an occasional call/email between monthly meetings to see if she has any questions or needs anything
- Keep an eye on your “Little Sister” during marching practice and give her any tips that helped you become better at marching.

On the Island:

- The first couple days on the Island, help her get her bunk ready for pig pen inspection.
- The first couple days on the Island, help her get used to the schedule so she is on time to flags, duty, etc.
- On the Island, invite your “Little Sister”:
 - To go to town and show her the best places to shop for T-shirts, fudge, where to find the phones, the Butterfly House, etc.
 - To go to the fort and take in a demonstration or get a milkshake in the Tea Room
 - To take a hike and see Arch Rock, the Grand Hotel, Fort Holms, etc.
 - To work on a craft or a Mackinac badge requirement together
 - To review her upcoming duty and answer any questions she may have
 - To sit with you at the meal table

Checklist for In-Town & On Island Expectations for SPL & Patrols

Senior Patrol Leader In-Town

January

- Turn in Forms
- Select Patrol Name & Theme
- Collect previous year's secret pal list from the Advisors
- Collect Secret Pal Forms from the Advisors – Verify you have one per Scout/Advisor
- Collect Flag Forms from the Advisors – Verify you have one per experienced Scout

February

- Report Attendance to Sr Advisor
- Send out COH template with current information added.
- Open Meeting. Go through the morning barracks calls.
- Keep track of time to keep meeting on schedule
- Lead Flag & Marching Stations
- Get Leadership to lead Day in the Life
- Close Meeting. Go through the evening barracks calls.
- Lead Court of Honor
- Send a draft of flag positions to Advisors a week before the March meeting for any adjustments.

March

- Report Attendance to Sr Advisor
- Send out COH template with current information added.
- Open Meeting. Go through the morning barracks calls.
- Keep track of time to keep meeting on schedule
- Work on your banner
- Lead Flag Raising & Marching Stations by Avenue & Downtown
- Get Leadership to lead Duty Information
- Close Meeting. Go through the evening barracks calls.
- Lead Court of Honor

April

- Report Attendance to Sr Advisor
- Send out COH template with current information added.
- Turn in Secret Pal list to Advisors
- Open Meeting. Go through the morning barracks calls.
- Keep track of time to keep meeting on schedule
- During stations review the Governor's, Fort Trash, & Barracks Flag Schedule
- Lead Flag Raising & Marching Stations by Avenue & Downtown
- Participate in the quizzing of scouts for duty positions
- Lead Marching practice

- Close Meeting. Go through the evening barracks calls.
- Lead Court of Honor
- Finalize Governor's, Fort Trash & Barracks flag Schedule

May

- Report Attendance to Sr Advisor
- Send out COH template with current information added.
- Open Meeting. Go through the morning barracks calls.
- Keep track of time to keep meeting on schedule
- Lead Flag & Marching Stations by Avenue & Downtown
- Recruit Leadership/Experienced Scout to help with Duty Best Practice station
- Lead Flag Raising & Tying
- Help facilitate moving scouts between stations for Kapers (or run a station)
- Close Meeting. Go through the evening barracks calls.
- Lead Court of Honor
- Each patrol needs to select a spot for the fire drill and in the parking lot for leaving for the island.

June

- Report Attendance to Sr Advisor
- Send out COH template with current information added.
- Open Meeting. Go through the morning barracks calls.
- Keep track of time to keep meeting on schedule
- Help lead the station for Reminder Letter
- Lead Marching
- Close Meeting. Go through the evening barracks calls.
- Lead Court of Honor

At the Bus

- Select Seat on the Bus
- Once the bus is loaded, line up scouts and march onto the bus
- After lunch, make announcements:
 - Pass Out Cords & Name Tags
 - How Uniform should be
 - Which patrol is cleaning the bus (should be Patrol Leadership)
 - Remind scouts they are the last to board and exit the ferry
 - When we get off the ferry: line up 2-by-2 with no talking as we march up the barracks.

Senior Patrol Leader - On the Island

Saturday

- Greet the Scout Coordinator at the Docks
- March Scouts to the Barracks
- Pick Bunk
- Coordinate with the Scout Coordinator as to when to review their slideshow and visit the fort
- Ask scout coordinator about VIP guests for dinner and ask for the signup for staff dinner be put up
- Make 2 copies of Bed Chart – 1 each for the Scout Coordinator & Advisors
- Make sure the scouts by the light switch know they must turn them on during the fire drill
- Give Advisor's their bed tags and receive your bed tags
- Get Troop Flag and place it in the flag cabinet
- Get instructions from the Scout Coordinator regarding the mail for the office
- After barracks flag, review the ropes to make sure they are marked with tape for top & bottom for American, Michigan and Troop flags
- Conduct banner presentations

Sunday/Monday/Tuesday/Wednesday/Thursday/Friday

- Determine the Uniform of the Day & Post Upstairs and on the white board
- Turn on Lights @ 7am
- Make Breakfast Announcements after everyone has finished eating
 - Tie back hair during flags
 - If there are any problems with the flags or lines to notify you and the scout coordinator
 - Call out the scouts for barracks flags for practice
- Verify the flag to be used at Fort Main
- Review barracks flag procedures with morning color guard
- Run Barracks flags
- Give out Flags & take scouts to flag duty
- Take Mail from the office to the Post Office by 11am (Get subs for Wed due to Gov)
- Check 1st, 2nd & 3rd Duty
- Review barracks flag procedures with evening color guard
- Run Barracks flags
- Take Scouts to Flag Duty
- Put away flags in the Cupboard
- Make Announcements during dessert
- Participate in Evening Program.

Thursday

- Decorate for your theme night

Saturday

- Determine the Uniform of the Day & Share with scouts
- Turn on Lights @ 6am
- Give out Breakfast Bags & Extra snacks
- Verify the flag to be used at Fort Main
- Review barracks flag procedures with morning color guard
- Run Barracks flags
- Give out Flags & take scouts to flag duty
- March to the Ferry
- Read Evaluation on Bus

Patrol A – In Town

January

- Turn in Forms
- Select Patrol Name & Theme

February

- Send out Meeting Announcement to your Patrol
- Report Attendance to SPL
- Have an ice breaker game ready
- Make Name tags for your patrol
- Review COH agenda from SPL
- Greet Scouts and give out name tags and red cords
- Keep track of time to keep Patrol on schedule
- Lead Patrol Time: Kaper Chart, Uniform Dos/Don'ts, Food Survey, Banner & Theme Night
- Participate in Stations
- Get feedback from Patrol members regarding duty stations
- Participate in Court of Honor
- Create a Draft Duty Schedule

March

- Send out Meeting Announcement to your Patrol
- Report Attendance to SPL
- Review COH agenda from SPL
- Greet Scouts and give out name tags and red cords
- Keep track of time to keep Patrol on schedule
- Work on your banner
- Review what Kapers are done as part of busy day. Get feedback from Patrol members on which ones they would like to do.
- Lead patrol time: Get Phone Tree Parent for your patrol and if there are any car rider volunteers
- Participate in Court of Honor
- Create a Draft Kaper Schedule

April

- Send out Meeting Announcement to your Patrol
- Report Attendance to SPL
- Review COH agenda from SPL
- Keep track of time to keep Patrol on schedule
- Get Uniform Checked Off
- Participate in the quizzing of scouts for duty positions
- Participate in Court of Honor
- Finalize Duty & Kaper Schedule

May

- Send out Meeting Announcement to your Patrol
- Report Attendance to SPL
- Review COH agenda from SPL
- Keep track of time to keep Patrol on schedule
- Participate in Court of Honor
- Make Bed Tags for Patrol
- Make small duty chart for Patrol with barrack's phone # too

June

- Send out Meeting Announcement to your Patrol
- Report Attendance to SPL
- Review COH agenda from SPL
- Keep track of time to keep Patrol on schedule
- Participate in Court of Honor
- Sent out Departure Announcement to your Patrol

At the Bus

- Check in with Transportation Advisor & get balloon
- Once the bus is loaded, line up scouts in correct incentive order and march onto the bus
- After lunch: Pass Out Cords & Name Tags

Patrol A - On the Island

Saturday

- Complete your setup kaper
- Review with your patrol's meeting spot for the fire drill
- During the fort visit, make sure new scouts know their first duty post they will be standing on Sunday.
- After bunks have been selected, fort visit, and scout coordinator review, meet with the Kitchen Advisor to determine when the patrol needs to be in the kitchen to help with dinner.
- Decorate the Dining Hall for your theme night.
- After diner, sweep the dining hall and wipe down the tables

Sunday

- Update the white board with patrol announcements
- Announce at breakfast for the patrol to meet in the kitchen right after for breakfast for dishes
- Oversee breakfast dishes
- After morning flags, meet with the Scout Coordinator regarding your patrol's service project.
- Have a patrol meeting to give out Duty cards and talk about the plan for Monday
- Take Patrol to duty: Downtown leave at 2:40pm and Fort leave at 2:45pm to relive 2nd duty by 2:55pm
- Collect Patrol members from duty @ 5:30
- Collect jackets from the bins

Monday

- Update the white board with Patrol Announcements
- Prior to barracks flag, make sure all scouts have their water bottles filled and ready.
- Prior to barracks flag, get the duty bags ready.
- After flags, take downtown scouts to duty.
- Relieve scouts throughout duty.
- Collect Patrol members from duty @ 12:20
- Collect jackets from the bins
- Remind scouts that 2nd lunch is going on and only available for a short time after coming back from duty.
- If you scheduled your service project for today, remind your patrol when they need to be where.
- Have a patrol meeting to talk about the plan for Tuesday
- Make sure new scouts are getting out of the barracks and participating in activities
- Make sure everyone has received a secret pal present.
- Make sure everyone has had time for a shower.
- Announce at dinner for the patrol to meet in the kitchen right after for dinner dishes
- Oversee dinner dishes

Tuesday

- Update the white board with patrol announcements
- Make sure your patrol is out of the barracks for midweek cleaning
- Have a patrol meeting to talk about the plan for rest of the day and Wednesday
- If you scheduled your service project for today, remind your patrol when they need to be where.
- Make sure your patrol members have eaten 1st lunch.
- Take Patrol to duty: Downtown leave at 12:05 pm and Fort leave at 12:10 pm to relive by 12:20pm
- Relieve scouts throughout duty.
- Collect Patrol members from duty @ 2:55pm
- Collect jackets from the bins

Wednesday

- Update the white board with patrol announcements
- Announce at breakfast for the patrol to meet in the kitchen right after for breakfast dishes
- Oversee Breakfast dishes
- Have a patrol meeting to talk about the plan for Thursday
- Take Patrol to duty: Downtown leave at 2:40pm and Fort leave at 2:45pm to relive by 2:55pm
- Relieve scouts throughout duty.
- Collect Patrol members from duty @ 5:30
- Collect jackets from the bins
- Meet with the Transportation advisor to verify what time your patrol should be in the kitchen in the morning and set a plan for the morning

Thursday

- Update the white board with Patrol Announcements
- Wake up patrol @ 6:15
- Patrol should be in the kitchen at 7:15 am
- Assign out tasks with the Advisor to get breakfast ready, for serving, and any additional tasks for lunch or dinner.
- Make sure grace is selected and hoppers know what's expected.
- After breakfast is all cleaned up, hand out kaper cards.
- After flags, make sure your patrol starts the lockout @ 10 am and works quickly and thoroughly on Kapers.
- Once patrol members finish with kapers, send them to the kitchen to help with lunch preparations.
- Work with the Advisor to make sure the patrol works to get lunch out by 11:15am.
- Make sure the patrol works together to clean all of the dishes throughout lunch.
- After lunch, the kitchen should be swept and a check-in of the bathroom for any cleanup or updating.
- Have a patrol meeting during the day to discuss Friday's plan.
- Prepare food and the dinning hall for dinner
- Leadership to help serve food.

- The garbage needs to be taken out as necessary throughout the day.

Friday

- Update the white board with patrol announcements
- Make sure your patrol is out of the barracks for Kapers
- Have a patrol meeting to give out Duty cards and talk about the plan for rest of the day and Saturday
- Make sure your patrol members have eaten 1st lunch.
- Take Patrol to duty: Downtown leave at 12:05 pm and Fort leave at 12:10 pm to relive by 12:20pm
- Relieve scouts throughout duty.
- Collect Patrol members from duty @ 2:55pm
- Collect jackets & ponchos from the bins
- During 3rd Duty (~5pm), take new scouts to Anne's Tablet
- Review what final Kapers your patrol has and what tasks will need to be done and by who and when.

Saturday

- Complete any remaining final Kapers.

Patrol B – In Town

January

- Turn in Forms
- Select Patrol Name & Theme

February

- Send out Meeting Announcement to your Patrol
- Report Attendance to SPL
- Have an ice breaker game ready
- Make Name tags for your patrol
- Review COH agenda from SPL
- Greet Scouts and give out name tags and red cords
- Keep track of time to keep Patrol on schedule
- Lead Patrol Time: Kaper Chart, Uniform Dos/Don'ts, Food Survey, Banner & Theme Night
- Participate in Stations
- Get feedback from Patrol members regarding duty stations
- Participate in Court of Honor
- Create a Draft Duty Schedule

March

- Send out Meeting Announcement to your Patrol
- Report Attendance to SPL
- Review COH agenda from SPL
- Greet Scouts and give out name tags and red cords
- Keep track of time to keep Patrol on schedule
- Work on your banner
- Review what Kapers are done as part of busy day. Get feedback from Patrol members on which ones they would like to do.
- Lead patrol time: Get Phone Tree Parent for your patrol and if there are any car rider volunteers
- Participate in Court of Honor
- Create a Draft Kaper Schedule

April

- Send out Meeting Announcement to your Patrol
- Report Attendance to SPL
- Review COH agenda from SPL
- Keep track of time to keep Patrol on schedule
- Get Uniform Checked Off
- Participate in the quizzing of scouts for duty positions
- Participate in Court of Honor
- Finalize Duty & Kaper Schedule

May

- Send out Meeting Announcement to your Patrol
- Report Attendance to SPL
- Review COH agenda from SPL
- Keep track of time to keep Patrol on schedule
- Participate in Court of Honor
- Make Bed Tags for Patrol
- Make small duty chart for Patrol with barrack's phone # too

June

- Send out Meeting Announcement to your Patrol
- Report Attendance to SPL
- Review COH agenda from SPL
- Keep track of time to keep Patrol on schedule
- Participate in Court of Honor
- Sent out Departure Announcement to your Patrol

At the Bus

- Check in with Transportation Advisor & get balloon
- Once the bus is loaded, line up scouts in correct incentive order and march onto the bus
- After lunch: Pass Out Cords & Name Tags

Patrol B - On the Island

Saturday

- Complete your setup kaper
- Review with the patrol's meeting spot for the fire drill
- During the fort visit, make sure new scouts know their first duty post they will be standing on Monday.
- Meet with the Nurse to verify what time your patrol should be in the kitchen in the morning and set a plan for the morning

Sunday

- Update the white board with patrol announcements
- Wake up patrol @ 6:15
- Patrol should be in the kitchen at 7:15 am
- Assign out tasks with the Advisor to get breakfast ready, for serving, and any additional tasks for lunch or dinner.
- Make sure grace is selected and hoppers know what's expected.
- After breakfast is all cleaned up, hand out kaper cards.
- After flags, make sure your patrol starts the lockout @ 10 am and works quickly and thoroughly on Kapers.
- Once patrol members finish with kapers, send them to the kitchen to help with lunch preparations.
- Work with the Advisor to make sure the patrol works to get lunch out by 11:15am.
- Make sure the patrol works together to clean all of the dishes throughout lunch.
- After lunch, the kitchen should be swept and a check-in of the bathroom for any cleanup or updating.
- Meet with the Scout Coordinator regarding your patrol's service project.
- Have a Patrol meeting to talk about Monday's plan
- Decorate the Dining Hall for your theme night.
- Prepare food and the dinning hall for dinner
- The garbage needs to be taken out as necessary throughout the day.

Monday

- Update the white board with patrol announcements
- Announce at breakfast for the patrol to meet in the kitchen right after for breakfast for dishes
- Oversee breakfast dishes
- Have a patrol meeting to give out Duty cards and talk about the plan for Tuesday
- If you scheduled your service project for today, remind your patrol when they need to be where.
- Take Patrol to duty: Downtown leave at 2:40pm and Fort leave at 2:45pm to relive 2nd duty by 2:55pm
- Collect Patrol members from duty @ 5:30
- Collect jackets from the bins
- Make sure everyone has received a secret pal present.
- Make sure everyone has had time for a shower.

Tuesday

- Update the white board with Patrol Announcements
- Prior to barracks flag, make sure all scouts have their water bottles filled and ready.
- Prior to barracks flag, get the duty bags ready.
- After flags, take downtown scouts to duty.
- Relieve scouts throughout duty.
- Collect Patrol members from duty @ 12:20
- Collect jackets from the bins
- Remind scouts that 2nd lunch is going on and only available for a short time after coming back from duty.
- Have a patrol meeting to talk about the plan for Wednesday
- Make sure new scouts are getting out of the barracks and participating in activities
- If you scheduled your service project for today, remind your patrol when they need to be where.
- Announce at dinner for the patrol to meet in the kitchen right after for dinner dishes
- Oversee dinner dishes
- Meet with the Uniform Advisor to verify what time your patrol should be in the kitchen in the morning and set a plan for the morning

Wednesday

- Update the white board with Patrol Announcements
- Wake up patrol @ 6:15
- Patrol should be in the kitchen at 7:15 am
- Assign out tasks with the Advisor to get breakfast ready for serving and any additional tasks for lunch or dinner.
- Make sure grace is selected and hoppers know what's expected.
- After breakfast is all cleaned up, hand out kaper cards.
- After flags, make sure your patrol starts the lockout @ 10 am and works quickly and thoroughly on Kapers.
- Once patrol members finish with kapers, send them to the kitchen to help with lunch preparations.
- Work with the Advisor to make sure the patrol works to get lunch out by 11:15am.
- Make sure the patrol works together to clean all of the dishes throughout lunch.
- After lunch, the kitchen should be swept and a check-in of the bathroom for any cleanup or updating.
- Meet with your patrol to talk about Thursday's plan.
- Prepare food and the dinning hall for dinner
- The garbage needs to be taken out as necessary throughout the day.

Thursday

- Update the white board with patrol announcements
- Announce at breakfast for the patrol to meet in the kitchen right after for breakfast dishes
- Oversee Breakfast dishes
- Have a patrol meeting to talk about the plan for Friday
- Take Patrol to duty: Downtown leave at 2:40pm and Fort leave at 2:45pm to relive by 2:55pm
- Relieve scouts throughout duty.
- Collect Patrol members from duty @ 5:30
- Collect jackets from the bins

Friday

- Update the white board with patrol announcements
- Have a patrol meeting to talk about the plan for rest of the day and Saturday
- Make sure your patrol members have eaten 1st lunch.
- Take Patrol to duty: Downtown leave at 12:05 pm and Fort leave at 12:10 pm to relive by 12:20pm
- Relieve scouts throughout duty.
- Collect Patrol members from duty @ 2:55pm
- Collect ponchos & jackets from the bins
- After 2nd duty, take new scouts to Anne's Tablet
- Review what final Kapers your patrol has and what tasks will be need to be done and by who and when.

Saturday

- Complete any remaining final Kapers.

Patrol C – In Town

January

- Turn in Forms
- Select Patrol Name & Theme

February

- Send out Meeting Announcement to your Patrol
- Report Attendance to SPL
- Have an ice breaker game ready
- Make Name tags for your patrol
- Review COH agenda from SPL
- Greet Scouts and give out name tags and red cords
- Keep track of time to keep Patrol on schedule
- Lead Patrol Time: Kaper Chart, Uniform Dos/Don'ts, Food Survey, Banner & Theme Night
- Participate in Stations
- Get feedback from Patrol members regarding duty stations
- Participate in Court of Honor
- Create a Draft Duty Schedule

March

- Send out Meeting Announcement to your Patrol
- Report Attendance to SPL
- Review COH agenda from SPL
- Greet Scouts and give out name tags and red cords
- Keep track of time to keep Patrol on schedule
- Work on your banner
- Review what Kapers are done as part of busy day. Get feedback from Patrol members on which ones they would like to do.
- Lead patrol time: Get Phone Tree Parent for your patrol and if there are any car rider volunteers
- Participate in Court of Honor
- Create a Draft Kaper Schedule

April

- Send out Meeting Announcement to your Patrol
- Report Attendance to SPL
- Review COH agenda from SPL
- Keep track of time to keep Patrol on schedule
- Get Uniform Checked Off
- Participate in the quizzing of scouts for duty positions
- Participate in Court of Honor
- Finalize Duty & Kaper Schedule

May

- Send out Meeting Announcement to your Patrol
- Report Attendance to SPL
- Review COH agenda from SPL
- Keep track of time to keep Patrol on schedule
- Participate in Court of Honor
- Make Bed Tags for Patrol
- Make small duty chart for Patrol with barrack's phone # too

June

- Send out Meeting Announcement to your Patrol
- Report Attendance to SPL
- Review COH agenda from SPL
- Keep track of time to keep Patrol on schedule
- Participate in Court of Honor
- Sent out Departure Announcement to your Patrol

At the Bus

- Check in with Transportation Advisor & get balloon
- Once the bus is loaded, line up scouts in correct incentive order and march onto the bus
- After lunch: Pass Out Cords & Name Tags

Patrol C - On the Island

Saturday

- Complete your setup Kaper
- Review with the patrol's meeting spot for the fire drill
- During the fort visit, make sure new scouts know their first duty post they will be standing on Sunday.

Sunday

- Update the white board with Patrol Announcements
- Prior to barracks flag, make sure all scouts have their water bottles filled and ready.
- Prior to barracks flag, get the duty bags ready.
- After flags, take downtown scouts to duty.
- Relieve scouts throughout duty.
- Collect Patrol members from duty @ 12:20
- Collect jackets from the bins
- Remind scouts that 2nd lunch is going on and only available for a short time after coming back from duty.
- Meet with the Scout Coordinator regarding your patrol's service project.
- Have a patrol meeting to talk about the plan for Monday
- Announce at dinner for the patrol to meet in the kitchen right after for dinner dishes
- Oversee dinner dishes
- Meet with the Program advisor to verify what time your patrol should be in the kitchen in the morning and set a plan for the morning

Monday

- Update the white board with Patrol Announcements
- Wake up patrol @ 6:15
- Patrol should be in the kitchen at 7:15 am (or earlier)
- Assign out tasks with the Advisor to get breakfast ready for serving and any additional tasks for lunch or dinner.
- Make sure grace is selected and hoppers know what's expected.
- After breakfast is all cleaned up, hand out kaper cards.
- After flags, make sure your patrol starts the lockout @ 10 am and works quickly and thoroughly on Kapers.
- Once patrol members finish with kapers, send them to the kitchen to help with lunch preparations.
- Work with the Advisor to make sure the patrol works to get lunch out by 11:15am.
- Make sure the patrol works together to clean all of the dishes throughout lunch.
- After lunch, the kitchen should be swept and a check-in of the bathroom for any cleanup or updating.
- If you scheduled your service project for today, remind your patrol when they need to be where.
- Have a Patrol meeting to talk about Tuesday's plan.
- Decorate the Dining Hall for your theme night.

- Prepare food and the dining hall for dinner
- The garbage needs to be taken out as necessary throughout the day.
- Make sure new scouts are getting out of the barracks and participating in activities
- Make sure everyone has received a secret pal present.
- Make sure everyone has had time for a shower.

Tuesday

- Update the white board with patrol announcements
- Announce at breakfast for the patrol to meet in the kitchen right after for breakfast dishes
- Oversee Breakfast dishes
- Make sure your patrol is out of the barracks for midweek cleaning
- Have a patrol meeting to talk about the plan for Wednesday
- If you scheduled your service project for today, remind your patrol when they need to be where.
- Take Patrol to duty: Downtown leave at 2:40pm and Fort leave at 2:45pm to relive by 2:55pm
- Relieve scouts throughout duty.
- Collect Patrol members from duty @ 5:30
- Collect jackets from the bins

Wednesday

- Update the white board with patrol announcements
- Have a patrol meeting to talk about the plan for rest of the day and Thursday
- Make sure your patrol members have eaten 1st lunch.
- Take Patrol to duty: Downtown leave at 12:05 pm and Fort leave at 12:10 pm to relive by 12:20pm
- Relieve scouts throughout duty.
- Collect Patrol members from duty @ 2:55pm
- Collect jackets from the bins

Thursday

- Update the white board with Patrol Announcements
- Prior to barracks flag, make sure all scouts have their water bottles filled and ready.
- Prior to barracks flag, get the duty bags ready.
- After flags, take downtown scouts to duty.
- Relieve scouts throughout duty.
- Collect Patrol members from duty @ 12:20
- Collect jackets & ponchos from the bins
- Remind scouts that 2nd lunch is going on and only available for a short time after coming back from duty.
- Have a patrol meeting to talk about the plan for Friday
- Announce at dinner for the patrol to meet in the kitchen right after for dinner dishes
- Oversee dinner dishes
- Meet with the Food Advisor to verify what time your patrol should be in the kitchen in the morning and set a plan for the morning

Friday

- Update the white board with Patrol Announcements
- Wake up patrol @ 6:15
- Patrol should be in the kitchen at 7:15 am (or earlier)
- Assign out tasks with the Advisor to get breakfast ready for serving and any additional tasks for lunch or dinner.
- Make sure grace is selected and hoppers know what's expected.
- After breakfast is all cleaned up, hand out kaper cards.
- After flags, make sure your patrol starts the lockout @ 10 am and works quickly and thoroughly on Kapers.
- Once patrol members finish with kapers, send them to the kitchen to help with lunch preparations.
- Work with the Advisor to make sure the patrol works to get lunch out by 11:15am.
- Make sure the patrol works together to clean all of the dishes throughout lunch.
- Throughout the day work with the Food Advisor to clean the kitchen for your final kaper.
- Take new scouts to Anne's Tablet
- Prepare food and the dinning hall for dinner

Saturday

- Complete any remaining final Kapers.

Patrol D – In Town

January

- Turn in Forms
- Select Patrol Name & Theme

February

- Send out Meeting Announcement to your Patrol
- Report Attendance to SPL
- Have an ice breaker game ready
- Make Name tags for your patrol
- Review COH agenda from SPL
- Greet Scouts and give out name tags and red cords
- Keep track of time to keep Patrol on schedule
- Lead Patrol Time: Kaper Chart, Uniform Dos/Don'ts, Food Survey, Banner & Theme Night
- Participate in Stations
- Get feedback from Patrol members regarding duty stations
- Participate in Court of Honor
- Create a Draft Duty Schedule

March

- Send out Meeting Announcement to your Patrol
- Report Attendance to SPL
- Review COH agenda from SPL
- Greet Scouts and give out name tags and red cords
- Keep track of time to keep Patrol on schedule
- Work on your banner
- Review what Kapers are done as part of busy day. Get feedback from Patrol members on which ones they would like to do.
- Lead patrol time: Get Phone Tree Parent for your patrol and if there are any car rider volunteers
- Participate in Court of Honor
- Create a Draft Kaper Schedule

April

- Send out Meeting Announcement to your Patrol
- Report Attendance to SPL
- Review COH agenda from SPL
- Keep track of time to keep Patrol on schedule
- Get Uniform Checked Off
- Participate in the quizzing of scouts for duty positions
- Participate in Court of Honor
- Finalize Duty & Kaper Schedule

May

- Send out Meeting Announcement to your Patrol
- Report Attendance to SPL
- Review COH agenda from SPL
- Keep track of time to keep Patrol on schedule
- Participate in Court of Honor
- Make Bed Tags for Patrol
- Make small duty chart for Patrol with barrack's phone # too

June

- Send out Meeting Announcement to your Patrol
- Report Attendance to SPL
- Review COH agenda from SPL
- Keep track of time to keep Patrol on schedule
- Participate in Court of Honor
- Sent out Departure Announcement to your Patrol

At the Bus

- Check in with Transportation Advisor & get balloon
- Once the bus is loaded, line up scouts in correct incentive order and march onto the bus
- After lunch: Pass Out Cords & Name Tags

Patrol D - On the Island

Saturday

- Complete your setup Kaper
- Review with the patrol's meeting spot for the fire drill
- During the fort visit, make sure new scouts know their first duty post they will be standing on Monday.
- Announce at dinner for the patrol to meet in the kitchen right after for dinner dishes
- Oversee dinner dishes

Sunday

- Update the white board with patrol announcements
- After morning flags, meet with the Scout Coordinator regarding your patrol's service project.
- Have a patrol meeting to give out Duty cards and talk about the plan for rest of the day and Tuesday
- Make sure your patrol members have eaten 1st lunch.
- Take Patrol to duty: Downtown leave at 12:05 pm and Fort leave at 12:10 pm to relive by 12:20pm
- Relieve scouts throughout duty.
- Collect Patrol members from duty @ 2:55pm
- Collect jackets from the bins

Monday

- Announce at breakfast for the patrol to meet in the kitchen right after for breakfast for dishes
- Oversee breakfast dishes
- If you scheduled your service project for today, remind your patrol when they need to be where.
- Have a patrol meeting to talk about the plan for Tuesday
- Take Patrol to duty: Downtown leave at 2:40pm and Fort leave at 2:45pm to relive 2nd duty by 2:55pm
- Collect Patrol members from duty @ 5:30
- Collect jackets from the bins
- Make sure new scouts are getting out of the barracks and participating in activities
- Make sure everyone has received a secret pal present.
- Meet with the Craft Advisor to verify what time your patrol should be in the kitchen in the morning and set a plan for the morning

Tuesday - Mid Week

- Update the white board with Patrol Announcements
- Wake up patrol @ 6:15
- Patrol should be in the kitchen at 7:15 am
- Assign out tasks with the Advisor to get breakfast ready for serving and any additional tasks for lunch or dinner.
- Make sure grace is selected and hoppers know what's expected.
- After breakfast is all cleaned up, hand out kaper cards.
- After flags, make sure your patrol starts the lockout @ 10 am and works quickly and thoroughly on Kapers.
- Once patrol members finish with kapers, send them to the kitchen to help with lunch preparations.
- Work with the Advisor to make sure the patrol works to get lunch out by 11:15am.
- Make sure the patrol works together to clean all of the dishes throughout lunch.
- After lunch, the kitchen should be swept and a check-in of the bathroom for any cleanup or updating.
- If you scheduled your service project for today, remind your patrol when they need to be where.
- Have a patrol meeting to discuss your plan for Wednesday
- Decorate the Dining Hall for your theme night.
- Prepare food and the dinning hall for dinner
- The garbage needs to be taken out as necessary throughout the day.

Wednesday

- Update the white board with Patrol Announcements
- Prior to barracks flag, make sure all scouts have their water bottles filled and ready.
- Prior to barracks flag, get the duty bags ready.
- After flags, take downtown scouts to duty.
- Relieve scouts throughout duty.
- Collect Patrol members from duty @ 12:20
- Collect jackets from the bins
- Remind scouts that 2nd lunch is going on and only available for a short time after coming back from duty.
- If you scheduled your service project for today, remind your patrol when they need to be where.
- Have a patrol meeting to talk about the plan for Thursday

Thursday

- Update the white board with patrol announcements
- Make sure your patrol is out of the barracks for midweek cleaning
- Have a patrol meeting to talk about the plan for rest of the day and Saturday
- Make sure your patrol members have eaten 1st lunch.
- Take Patrol to duty: Downtown leave at 12:05 pm and Fort leave at 12:10 pm to relive by 12:20pm
- Relieve scouts throughout duty.
- Collect Patrol members from duty @ 2:55pm
- Collect jackets from the bins

Friday

- Update the white board with patrol announcements
- Announce at breakfast for the patrol to meet in the kitchen right after for breakfast dishes
- Oversee Breakfast dishes
- Have a patrol meeting to talk about the plan for the day and Saturday
- Before 3rd duty, take new scouts to Anne's Tablet
- Take Patrol to duty: Downtown leave at 2:40pm and Fort leave at 2:45pm to relive by 2:55pm
- Relieve scouts throughout duty.
- Collect Patrol members from duty @ 5:30
- Collect ponchos & jackets from the bins
- Review what final Kapers your patrol has and what tasks will be need to be done and by who and when.

Saturday

- Complete any remaining final Kapers.

Parade Marching



Formation:

*4 columns of girls, extra numbers join center columns.

*Patrol Leaders or designated walk in front.

*SPLs will carry the American and Troop Flag

*Columns are arranged by height, shortest in front to tallest in back. In order to achieve this, line the girls up in height order, number them 1-4 beginning in the front with the shortest. After each person says her number, she joins her column. Once everyone is in position, check for odd heights and rearrange accordingly.

(Number of marchers changes from year to year based on Duties, injury/illness, number of girls who go up)

Double Step

How to Perform the Double Step:

1. Step on Left foot
2. Pivot over Right Shoulder to face the back
3. Step again on Left foot
4. Pivot over Right Shoulder to face the front
5. Skip on the Left foot
6. Skip on the Right foot
7. Now the Left foot is ready to march again

How to Call the Double Step:

As you would to turn, Call “Double Step” then “March” when on the left foot.

(yes, there is a single step with the right foot before the left foot steps forward to pivot.)

Ripple

How to Perform the Ripple:

The step is identical to the Double Step and performed like singing in a “round”

1. Number the columns 1-4, beginning on the right (of the girls in formation).
2. Column 1 starts the step
3. A new column begins the step on their next Left foot steps after the previous column starts and is facing the back during the pivot.

How to Call the Ripple:

Call “Ripple” and “March” when on the left foot.

Double Ripple

How to Perform the Double Ripple:

The step is identical to the Ripple and performed like singing in a “round”

1. Number the columns 1-4, beginning on the left (of the girls in formation).
2. Number the columns 8-11, beginning on the right (of the girls in formation)
3. Column 1 is also 11, Column 2 is also 10, Column 3 is also 9, Column 4 is also 8
4. Column 1 starts the step by completing a double step move
5. The next column begins the step on their next Left foot steps after the previous column starts and is facing the back during the pivot.
6. Once column 4 has completed the skip on their right foot they will complete another double step move (on count 8)
7. The next column will start another double step on the next left (count 9) and then the remaining columns will complete their double step on the subsequent lefts (counts 10 and 11)

How to Call the Ripple:

Call “Ripple” and “March” when on the left foot.

Column Split

How to Perform the Column Split:

1. The outside columns (1&4) peel off to the outside and march toward the end of the column with everyone following the person in front of them
2. When the person in the front of the line reaches the person at the end, she turns to follow up to her original position.
3. The two center columns perform the same maneuver; however, they take an additional 4 steps with their Left foot (or however many this group requires for them not to run into each other!) before beginning their peel off.

How to Call the Column Split:

Call “Column Split” and “March” when on the Left foot.

Call when actually walking and preferably when passing the judges!

How do you know if it worked? – The center columns finish their maneuver as the outside columns catch up to them and all four columns are even across at the completion of the maneuver.



This is an example of a perfectly executed Column Split from 2007! Yes, it does get a little crowded in the center, but it looks fantastic!

Hustle

Caller: Hustle (Called on the **right** foot)

Left Step

Right Step

Everyone Responses: “Do the Hustle” (On the left foot)

1. Step Forward diagonally to the Right with Right Foot
2. Cross Left foot behind the Right Foot
3. Step forward diagonally to the Right with Right Foot
4. Bring Left foot to Right Foot (Don't put weight on the left foot) – Clap

1. Step Forward diagonally to the Left with Left Foot
2. Cross Right foot behind the Left Foot
3. Step forward diagonally to the Left with Left Foot
4. Bring Right foot to Left Foot (Don't put weight on the right foot) – Clap

1. Step Back with Right foot
2. Step Back with Left foot
3. Step Back with Right foot
4. Bring Left foot to Right foot (Don't put weight on the left foot) – Clap.

1. Small step forward on Left Foot to Wind Down (Bending forward)
2. Rock back on (Standing back up) right leg to leaning back showing bottom of Left shoe
3. Kick out right foot with a slight drag on Right heel (weight on left leg) while turning body to face Left.
4. Cross Left foot behind the Right foot.

1. Turning back forward, Step forward on Right foot
2. Skip step on the Left foot.
3. Skip step on the Right foot.
4. Regular March on Left foot.

Do's and Don'ts of Parade Marching

Do -

- Smile!
- Stay in step
- Pay attention to the caller
- Look straight ahead
- Stand up straight and tall

Don't -

- Wave to the audience
- Look down at the person's feet in front of you
- Fidget
- Shuffle your feet
- Panic if you miss a step
- Laugh or talk
- Call a trick if you are not the designated caller

Have sunblock and water available for the wait time before the parade.

