



Swan Creek District TLT

Registration Procedures

Date: February 25/26, 2011

Step #	Description
1).	Have candidates sign in on the conference attendance sheet.
2).	Assign each Scout a Patrol number (1-6). Make sure boys from the same Troop are split up as much as possible so that they intermix with other Troops. At most, only (2) boys from the same Troop should be in the same Patrol.
3).	Collect videos (make sure their name is on it), money, permission slips or medical forms. Make checks payable to "BSA Troop 210".
4).	Have each Scout fill out a name tag including their Patrol number and apply it to their shirt above the left pocket.
5).	Give each Scout a handout folder and have them put their name on it immediately. Inform them that pizza will be delivered at around 9:30.
6).	Then have each Scout: <ul style="list-style-type: none">• Drop off their sleeping gear and games in the designated area: room E1 across from the Fellowship hall kitchen.• Have them drop off their <i>labeled</i> drinking cup and snacks in the kitchen.
7).	Send the boys over to look at displays, etc. or to get drinks or snacks.