

## **Apple Day Group Coordinator Information**

Your group committee determines when and where you canvass on Apple Day weekend. Nepean Area will provide support for groups on the Friday evening and Saturday of the Apple Day weekend. Many groups participate in Apple Day on Saturday morning only, which severely limits the amount of money that they can raise.

**Please note that apples are not “sold”, but are given in appreciation of a donation to Scouting.**

The Johnny Appleseed Trophy is awarded to the group that certain requirements of participation and success. Contact the Area coordinator for more information.

### **Apple Day Area Coordinator:**

- In consultation, with the Groups, set a date for Apple Day in May.
- Communicate with all Groups about their responsibilities with respect to Apple Day.
- Get the preliminary numbers & locations in order to:
  - pre-order apples, Apple Day crests from the Scout Shop and labels for coin cans
  - Confirm the counting of money with the desired company
  - Set a location for Apple pick up/drop off/counting of money
- Two weeks prior to Apple Day, please confirm the necessary details with the Groups
- Organize the delivery of apples as well as the Group pick up the apples and other supplies on Thursday evening
- Organize helpers for the counting depot including the Area Treasurer and the process of depositing of all the coins, etc

## **Individual Group Coordinator Responsibilities**

### **Duties:**

- In early September, contact each of the sections within the group about Apple Day
- If going on commercial property (malls, stores, gas stations) obtain written permission from the property manager
- Provide the Area Coordinator with the preliminary numbers & locations by September 21<sup>st</sup>
- Determine which sections are going to participate
- Arrange schedules so that you have people (youth and adults) available for the whole time you are going to be out
- Please avoid mobbing customers at the mall /store entrances & exits
- To minimize conflicts with adjacent groups, please discuss the area being canvassed with the Area Coordinator. Groups that have used the site in 2011 have the first right of refusal.
- Youth and leaders should wear their full uniform -- if it is cold, the neckerchief should be worn outside the jacket
- Promote and encourage the youth to decorate their apple baskets
- Youth are normally expected to provide their own baskets (check this with your group committee)
- Two weeks prior to Apple Day, please confirm the following with the Area Coordinator:
  - Number of cases of apples required.
  - Number of cans required
  - Number of Apple Day tags required
  - Estimated number of Apple Day crests (youth and leaders only)
  - Book a time for pickup on Thursday evening.

- Please note that if these numbers are more than your preliminary estimates, we may not be able to fulfill your request
- Pick up the apples and other supplies Thursday evening at your appointed time
- Confirm both the time and the names of the two adults from your group who will be responsible for returning the money and assisting with the counting of it
- You will need the following supplies for Apple Day:
  - Pens for writing the group's name and number on the labels
  - Scotch tape for affixing labels to the cans
  - Cloths for polishing the apples, as they are delivered directly from the field and are dusty (this should be a group activity)
  - Please write the group's name and number on the labels **only as needed** (labels returned with writing on them must be thrown out)
  - **DO NOT WRITE ON THE CANS WITH MARKER**
- On Saturday, bring the money and all the cans -- **both full and empty** -- to the Area depot
  - All money is to be counted at the Area depot
  - You will need to provide the **actual number of youth and leaders that participated**
  - If you were authorized to purchase additional apples, you will need to bring the receipts
  - Assist in the counting of the money
  - Pick up the Apple Day crests
  - Take the cheque for group's share of the money with you.
  - Return all apple boxes **both full & empty** as you will be charged for missing boxes

Good luck and have fun!