



BSA TROOP 137 2010 CHRISTMAS TREE SALE

HOW TO WORK THE LOT

- ❖ Read instructions in the sales manual on the table under the awning.
- ❖ There are tasks for each specific shift outlined in the manual.
- ❖ Familiarize yourself with the lot, items in the trailer, and the sales manual.
- ❖ Emergency numbers, tree types and price lists are posted at the awning.
- ❖ Measuring poles are at the tree cutting stand.
- ❖ Trees are tagged with type, size and price on a fluorescent orange ribbon.
- ❖ Display a tree in each stand. Customers don't buy trees in the storage pile.
- ❖ Setting a tree up for display is a two person task to avoid strain. Trees are set in iron collars where we simply insert the tree trunk. Display stands have two sizes of collars to accommodate larger trees. To provide fresher product to our customers, trees will be displayed in a water bowl at the bottom of each tree stand.
- ❖ Replenish trees from the supply pile, keeping it bound while trimming 1/4" off the trunk with the electric chain saw before placing in the stand. The fresh cut will allow the tree to draw water while displayed. After placing in the display stand, cut and remove the binding string and fluff the tree out by running your arms in a downward motion, gently bending the branches back out. Lower branches may need to be cut with loppers to fit in the stand. Large trunks may need trimming with a chain saw to fit.
- ❖ Scouts may not use the chain saw, per BSA. They can use the loppers or bow saw.
- ❖ Encourage customers to take cuttings home for greenery and decorations. Cuttings accumulate quickly and need disposal almost daily.
- ❖ Checks are payable to "BSA Troop 137". Some customers use a \$5 discount card. Keep the card in the cash box. For cash customers, record their name and address on a blank discount card so we can mail to them next year.
- ❖ Load trees onto customer vehicle using step ladders. Trucks don't need tie downs; car tops and trunks do need tied downs. One tie down at each end of the tree should work with the trunk end towards the front windshield. Tie one end to a roof rack, or other stationary piece, run cord over the tree, then draw tight and fasten the other end.
- ❖ Use cords that come with the tree for tie downs. This is where the boys can practice knots.
- ❖ Trees can be delivered on occasion. Call the lot manager or delivery people on the list in the manual.
- ❖ Offer wreaths, tree stands, preservative, disposal bags, mistletoe and water kits for sale as well; price as marked, limited supply.
- ❖ Our trees are "premium select" meaning they are nursery quality and freshly cut from North Carolina and Michigan. They are more expensive than retail stores. Most customers expect this because of the tree quality and the fundraising nature of our sale. Our trees are less expensive than the other retail lots in town, such as Santa's Trees.
- ❖ Throughout your shift, clear the lot of debris like ribbons, needles, cuttings, and cords using blowers and brooms from trailer.
- ❖ Have fun; thank customers for their support of scouting and wish them a Merry Christmas!