

TROOP 150 BAGGING POLICIES

PROPER BAGGING – All adult and youth members of the Troop shall read the instructions for bagging on the download page of the Troop’s website. This should be reviewed by each person periodically to ensure that we are up-to-date on how to bag groceries efficiently and protecting the purchases of the customers. Each Scout should sign the form indicating he has read the instructions. The Fundraising Chairman (FC) shall keep a copy of the bagging instructions, this bagging policy, and a current Troop roster with the fundraising cans.

SCOUT UNIFORM – All youth members are required to wear their most complete Class-A uniform including the official BSA shirt and pants. The Troop 150 neckerchief is a required part of the uniform. Do not wear your merit badge sash or your OA sash. You should not wear your hat since you will be inside of a building. You should wear athletic style shoes or other shoes that are neat in appearance and comfortable. BSA policies prohibit the wear of any stickers or pins that represent the business (or any other business) for which we are bagging. If a Scout does not have a Class-A uniform, he may wear his yellow Troop 150 T-Shirt with shorts or pants (jeans or casual-dress) that are neat in appearance. Athletic style shorts or sweat pants are not appropriate wear. T-Shirts and shirts are always to be worn tucked in at the waist.

All adult baggers shall wear their yellow Troop 150 T-Shirt. Other family members that are on the schedule should make arrangements to wear a Troop 150 T-shirt. The Troop 150 T-shirt shall be worn with shorts or pants (jeans or casual-dress) that are neat in appearance. Athletic style shorts or sweat pants are not appropriate wear. Nobody bagging should wear an item of clothing or items on their clothing that represents a business or an organization other than BSA Troop 150. This includes hats, T-shirts, pins, name tags, stickers, etc.

SNACKS/DRINKS – Eat a meal before showing up to bag. Any snacks or drinks should be limited to times when customers are not coming through the lines. Any left over drinks or snacks should be kept in a place where customers do not see them. Usually one of the adults has secured a space to keep the money and schedule; there should be sufficient space located near this to keep your drinks and snacks. Consumption of sandwiches or deli meals is not permitted during bagging unless you are scheduled to bag in excess of six hours, or if you have been bagging longer than six hours.

BREAKS – If there is a lull in customers coming through the lines, each Scout that desires a short break (5 minutes) may do so. Bathroom breaks can be taken at any time. Before leaving the bagging area, Scouts and adults should let someone know that they are leaving and when they will return. Scouts should not leave the store without a buddy, unless taking bags to a customer’s car. When taking bags to a customer’s car, one of the adults should position themselves to watch the Scout through the window or step outside to watch.

FAMILY & FRIENDS – Only those scheduled to bag should be in the bagging area during the scheduled times. A quick visit with family or friends is permitted as long as it does not interfere with bagging groceries. Unless circumstances dictate, family members and friends that are not on the schedule to bag will not have their hours credited to a Scout’s account. Adults should make arrangements for leaving their other children at home during bagging times. Having other children present distracts you, the Scouts bagging, and creates a liability for the store. Generally speaking only Scouts, their parents, adult guardians, and adult siblings, are permitted to be scheduled for bagging. Other family members require the consent of the Scoutmaster (SM) or the Troop Committee Chairman (TCC).

TOTAL HOURS WORKED IN ONE DAY – Scouts shall not be scheduled for more than one shift per day until all other Scouts have an opportunity to schedule themselves for that day. Once everyone has an opportunity to get on the schedule, Scouts may volunteer for an additional shift, except no Scout should schedule himself to cover more than six hours of the schedule in any one day. Only the SM or TCC shall be permitted to make exceptions to this policy, and only in the event of extenuating

circumstances. Adults should avoid being scheduled for more than six hours in any one day; however, adults may work longer than six hours without obtaining the approval of the SM or the TCC.

ILLNESS/LEAVING EARLY/CHANGING SCHEDULE – If you are too ill to bag, or if you are unable to keep your scheduled time, contact the FC. If you cannot get in touch with the FC, attempt to call someone that is scheduled to bag with you or someone that is bagging immediately prior to your scheduled time. If you are unable to reach anyone, contact the SM. You may find someone to take your place, but it is your responsibility to ensure that someone knows you are not going to be able to bag during your scheduled time. Switching schedules with someone else is permitted, however it is your responsibility to ensure that your slot is covered.

TRACKING BAGGING HOURS – Only adults should annotate the times that each person arrives and departs. Times are tracked in 15-minute increments. If you begin bagging five minutes or less after your scheduled start time, the times should indicate that you began on time. If you begin bagging six or more minutes late, the time should show you began fifteen minutes after the scheduled start time. If you stayed to bag for someone that arrived late, you should receive credit for the next highest fifteen minute increment. (If you stopped bagging on a fifteen-minute increment, do not round up to the next one.) Do not begin bagging early or bag past the end of your schedule, unless the lines are busy enough to support it. Remember, each fifteen-minute increment that you stay on the schedule at the same time as another person lowers the total hourly rate of everyone else. If you become ill during your schedule, let an adult know. The adult will advise you on what you need to do, such as take a short break, call your parents, etc.

CELL PHONES/ELECTRONIC GAMES/BOOKS/MAGAZINES – Only adults shall use cell phones during scheduled bagging times. Scouts needing to use the telephone, or send a text message, must clear it with an adult and shall do so during a short break. The use of electronic games by anyone on the schedule is not permitted at any time, including during short breaks. Reading a book, magazine, newspaper, or other material is not permitted at any time for anyone on the schedule, including during short breaks.

ADULT LEADERS & PARENTS – Scouts should show all parents and other adult family members of other Scouts as if they were Adult Leaders. It is not always possible to have the SM or one of the ASM's present all bagging times. Scouts should show the parents and adults making it possible for them to bag all of the respect and courtesies they are expected to show to the Adult Leaders of the Troop. Failure to do so will result in consequences determined by the SM or the Troop Committee. Adults that are bagging have the authority to send a Scout home early for misbehavior. In addition to other corrective actions, Scouts sent home early for misbehavior may lose credit for the hours bagged that day. If a Scout is making generally negative comments, or through actions is demonstrating that he would rather not be there, the adults shall have the authority to send him home early. All incidents of misbehavior or sending Scouts home early shall be reported to the SM as soon as the adult returns home. If serious misbehavior occurs, adults should notify the SM immediately, and should the circumstances dictate, the SM will immediately come to the store to handle the situation.

HAVING FUN – The most important thing to remember is to have fun!