

TROOP 150 CALL TREE ACTIVATION PROCEDURES

Order of Calls –

1. The Scoutmaster calls the SPL and the JASM.
2. The Scoutmaster calls the Troop Committee Chairman.
3. The Scoutmaster E-mails the whole Troop.
4. The Scoutmaster calls the Assistant Scoutmasters. The Scoutmaster may direct the JASM to notify the Assistant Scoutmasters.
5. The Troop Committee Chairman calls the Chartering Organization Representative and other Troop Committee Members as necessary.
6. The SPL calls the ASPL and the Troop Guide.
7. The ASPL calls the Phoenix Patrol Leader.
8. The ASPL calls the Scorpion Patrol Leader.
9. The Troop Guide calls the Spartan Patrol Leader.
10. The Troop Guide calls the Phantom Patrol Leader.
11. The Patrol Leaders call their Assistant Patrol Leaders.
12. The Assistant Patrol Leaders call the next person on their Patrol's list.
13. The last person called in each Patrol calls the Patrol Leader to confirm he has been called.
14. The Patrol Leaders call the person that called them to confirm that their Patrol has been called.
15. The Senior Patrol Leader calls the Scoutmaster to report that his part of the Call Tree has been called. The SPL coordinates any problems during the process with the JASM.
16. The JASM alerts the Scoutmaster of any unresolved problems during the process.

Passing Information –

- A. When called, each person writes down the information passed to him, including the time and date of the call.
- B. He then reads back the message to ensure that the information is correct.
- C. He then makes the next call on the Call Tree noting the date and time of the call, and the name of the person he called.
- D. He passes on any relevant information about anyone that could not be reached, or if a message was left for another person in the Call Tree.
- E. He then instructs the person to call the next person on the Call Tree reminding him to pass along all information.
- F. The last person on each branch of the Call Tree reports back to his Patrol Leader reporting any messages left or if any member of the Patrol could not be reached.
- G. When you report, bring all of your notes.

Relevant Information to Pass –

- Purpose of Call Tree
- Meeting Date & Time
- Meeting Place
- Uniform Requirements
- Additional Equipment to Bring
- Check E-mail for more information