



Boy Scouts of America

Pack 91 – Resurrection

Dubuque, IA 52002

Donut Sunday Notes:

Donut Chairs Responsibility:

Preparation:

- Obtain start-up money from Treasurer
- Order 26-32 dozen to start from Donut Boy 556-1467. Call on or before Thursday of the week needed. (26 during winter or rainy days. 32 when the weather is nice)
- Complete work order Thursday with School to set-up tables. Have 4 long tables, 1 card table, and a couple of chairs available for Sunday.
- Pick up school key before 4:00pm on Friday from the school.
- Verify donut bag and tissues are adequate (100+ bags)
- Pick-up additional bags and/or tissues from Donut Boy if required
- Verify with Den Leader money was returned to Treasurer

Day of the Sale:

- Bring signs, money container and start-up cash
- Meet the first crew at 6:30 and assist with posting signs at each entrance to the church
- Verify that the priest will announce that it is Donut Sunday at the end of mass
- After 9:00am mass stop/call to verify the number of donuts remaining. Determine if you should order more. Typically need a minimum of 3-4 dozen for 11:00am mass.
- If more donuts are required pick-up and deliver more to the school.
- Pay for donuts

Den Leaders responsibility for the event

- An adult must be present at all times.
- Obtain a volunteer for each of the following times:
 - 6:30 – 8:15 – (set-up)
 - 7:45 – 9:15 –
 - 8:45 – 10:15 –
 - 9:45 – 11:15 –
 - 10:45 – 12:15 –
 - 11:45 – 12:30 – (Tear down)
- Note: 7:45, 9:45 and 11:45 is right after mass. If the scout & Akela want to attend mass they need to sit in front and leave after receiving communion to assist.
- Have a Scout(s) or Akela stand outside the door welcoming supporters to donut Sunday. (Seeing a Scout outside helps sales)
- Need to block the hallway in school past the donuts so that people do not wander into the school
- Count the amount of money or donuts remaining after each mass. This helps determine the sales each mass and allows for future planning.
- Set-up – Place signs at each entrance of the Church and signs in School Entry
- Tear down includes taking the empty boxes back to Donut Boy (setting them on the counter or on the picnic table outside. Return money to Den Leader. Inform Den Leader if there were any donuts left. (will help in determining quantity to buy in the future)
- Have the Scouts wear their uniforms and be tidy – Shirts tucked in hair combed etc. This is one of the few times instances the parish interacts with our pack. We need to provided a positive impression
- Leave a phone number that the volunteers can call if they need assistance