## 2nd Edgware Scout Troop



## Keeping 2<sup>nd</sup> Edgware Scout Group Ticking

There are a handful of jobs which need volunteers. The leaders cover most of them, but it's essential to have some parents involved so we can keep on organizing evenings, camps and activities!

We've broken the jobs down into small tasks which can be completed by staying a little longer when picking or dropping off.

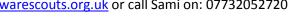
If there's anything you can help with below or any other skills you can offer, please contact Sami: 07732052720 sami@edgwarescouts.org.uk

Task	Volunteers
Description	Superstars
Post-Meeting Admin	
Updating OSM with attendance and points and	
handing any requests (like "Send Sally Camp Info")	
Updating Parents	
Sending out term dates, reminders and other	
information	
Updated Facebook and Website	
Uploading photos/statuses, writing blog posts,	
updating or adding details on the website.	
Stock Control	
Checking how many badges, scarves, pens, glue sticks	
and suchlike that we have in stock – and ordering	
replacements.	
Cut the Lawn	
Now and then, when it's long.	
Sweep rubbish from outside	
It blows in =(	
Weed the cracks	
Things growing in cracks in the concrete/buildings are	
bad for the building.	
Plumbing	
Kitchen/Toilet u-bends	
Leaking Taps	
General repairs	
Putting screws in things, gluing things, straightening	
things	
Electrical	
Checking sockets are not damaged	
Painting	
Touches of paint, here and there	
Tidying	
Putting things back in their place in the store room,	
cupboards, etc.	
Check Contact Details	
Phone around people who don't reply to emails	

Continued overleaf

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Task	Volunteers
Description	Superstars
Create Events on OSM	
Receive an email with details, create it on OSM and	
send out the invites	
Chase Non-RSVPers	
Phone around people who have not responded to	
event invitations	
Chase Payment	
Phone around people who have not paid subs, for	
camp, etc.	
Do some Laundry	
Now and then things need washing, especially tea	
towels. Take them home, bung them in the machine,	
and bring them back.	
Numbers on the Night	
Sometimes a regular leader can't make an evening but	
we could do with the extra pair of hands.	

If there's anything else you can think of (or notice needs doing), or you have any skills or experience you'd like to volunteer get in touch!

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