

## TROOP 370 PATROL SHOPPER REIMBURSEMENT GUIDELINES AND REQUEST FORM

The Patrol Method. Troop 370 uses the “patrol method” for its monthly campouts. Generally, this means that the Scouts who are going on the campout will form into “cooking patrols” of 4-8 Scouts. Each cooking patrol plans its own menu for the weekend and will prepare its own meals. The cooking patrol is also responsible for purchasing the food, bringing the cooking gear and utensils and cleaning up after its meals.

The Grocery List. As part of the campout and meal planning process, the cooking patrol will create a grocery list, which includes estimated costs of the various items and selects one of the Scouts to be the “Patrol Shopper”. The Patrol Shopper is responsible for purchasing all of the food for the cooking patrol and bringing it to the campout. Attached for reference purposes is a copy of a blank Grocery List. The completed list should also include a budget on a “per person” basis, which is provided to the patrols before each campout. The budget for a typical campout (one lunch, dinner, dessert, and breakfast) will usually be \$12.00 per person. Please note that the Troop provides cooking fuel and the “Patrol Staples” (e.g., paper towels, cooking oil, dish soap, foil, salt and pepper, trash bags, sponge, etc.), so the Patrol Shopper will not need to purchase those items. The Troop also has a strict rule against purchasing bottled water for campouts. There is always a water source at the campout, and bottled water is heavy and cumbersome to transport.

The Grocery Store. The Troop (and your Scout) understands that few Scouts can actually go to the grocery store and purchase the groceries without the assistance and guidance of one of their parents or an older sibling. However, it is important that the Patrol Shopper be part of the shopping process. It is also important that the Patrol Shopper and his responsible shopping assistant respect the budget and respect the meal selections and grocery list collectively prepared by the cooking patrol. Although it is certainly acceptable to purchase items inadvertently left off the list (e.g., a bottle of syrup when the patrol is planning to prepare pancakes), please refrain from substituting items or supplementing the food choices made by the patrol. After purchasing the food, the Patrol Shopper should prepare the food for transport to the campout, including placing items that require refrigeration in a cooler (the Troop has several coolers for this purpose) and placing the dry goods in a sturdy box that can survive the trip to the campout.

Camping Fees and Food Costs. The Troop collects a camping fee from each Scout for each campout, and a portion of those fees are allocated to reimburse the Patrol Shoppers for the costs of the cooking patrols’ food. The Troop has determined that this is a more manageable solution than having individual Scouts pay the food costs to the Patrol Shopper prior to the campout and then reconciling the costs thereafter. As you might expect, the Troop has established certain guidelines for the reimbursement of grocery costs.

Reimbursement Guidelines and Request Form. In order to receive reimbursement for the grocery costs, the Patrol Shopper will need to submit to the Troop Treasurer (or the Trip Captain) the following items: (i) a copy of this sheet with the information completed below, (ii) a copy of the grocery list **with the “Actual Cost” column completed** (if the Patrol Shopper purchased additional items not on the initial list, simply add those items to the list and completed the “Actual Cost” column), and (iii) the original or a copy of the grocery receipts. All items to be reimbursed should be on the grocery list. As indicated above, the Troop will not reimburse for Patrol Staples or for bottled water. Although we want the cooking patrols and the Patrol Shopper to respect the campout budget, do not worry if the actual costs are a little more; budgeting is a learning process for the Scouts, and the Troop will reimburse the Patrol Shopper for all reasonable costs. Do not bring the reimbursement request to the campout. Please submit the request to the Troop Treasurer or the Trip Captain at a Wednesday night meeting or by email.

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### PATROL SHOPPER REIMBURSEMENT REQUEST FORM

CAMPOUT: \_\_\_\_\_ PATROL: \_\_\_\_\_

NUMBER OF CAMPER(S) (SCOUTS & ADULTS) IN COOKING PATROL: \_\_\_\_\_

AMOUNT TO BE REIMBURSED: \$ \_\_\_\_\_ AVERAGE COST PER PERSON: \$ \_\_\_\_\_

REIMBURSEMENT CHECK SHOULD BE MADE PAYABLE TO WHOM?: \_\_\_\_\_

*[REMEMBER TO ATTACH RECEIPTS AND GROCERY LIST WITH THE “ACTUAL COST” COLUMN COMPLETED]*

Patrol: \_\_\_\_\_ No. of Campers: \_\_\_\_\_

# Grocery List

Item	Quantity	Est. Cost	Actual Cost
<b>TOTAL:</b>		\$	\$

**BUDGET:** \$ \_\_\_\_\_ per person = \$ \_\_\_\_\_

The Patrol Shopper must turn in a copy of this Grocery List, with the Actual Cost column completed, along with a copy of the receipt(s)  
 If additional items are purchased, then those items should be added to the Grocery List