

COFFEE BREAK START UP SUPPLIES

- ☐ 30@ 2 Liter Bottles Pop or 50- 12 pks or 25-24 pks, priced less than \$.25 a can
- ☐ 100@ Blow Pops
- ☐ 48@ Single Bags Pretzels
- ☐ 36@ Single Bags Chips
- ☐ 18@ Packs Mixed Crackers
- ☐ 30@ Choc. Chip Granola Bars
- ☐ 6@ Coffee, Regular - 3 lb Cans
- ☐ 16@ 16 oz. Containers Creamer
- ☐ 8 @ 16 oz. Containers Sugar
- ☐ 1 Small box (50 – 100 ct.) sweetener
- ☐ 6@ Paper Towels
- ☐ 2000@ Cups, 8 oz.
- ☐ 1500@ Lids, 8 oz.
- ☐ 1000@ Napkins, Cocktail or regular size if you get them at good price
- ☐ 1 @ box of 24 gallon size tea bags – you will use 15
- ☐ 6 @ Ice, 25 lb
- ☐ 6@ Ice, 7 lb
- ☐ 1000@ Stirrers
- ☐ 1 canopy with sides
- ☐ Electric Cords, Electric Bar, 6 outlet
- ☐ Duct Tape, Electrical tape, Masking Tape
- ☐ Can Opener, Coffee Scoop
- ☐ 5@ Tables, from underneath the stage in the fellowship hall, 4 Chairs
- ☐ 2@ 55 Cup Coffee Makers (use 14 scoops of coffee to make 55 – cups)
- ☐ 2 white Coolers for ice and pop (put one large and one small bag in each cooler, three times during the weekend
- ☐ 2 Orange Drink Coolers (1 for ice tea, unsweetened & 1 for gatorade or fruit punch)
- ☐ 3 Lanterns, Propane Tanks, matches or propane lighter
- ☐ Twine Bucket
- ☐ 4 Water Jugs
- ☐ First Aid Kit
- ☐ Copies of Sign Up Sheet, Permit, and Rules for Posting
- ☐ Donation Can, unmarked
- ☐ Basket for Snacks
- ☐ Container for Stirrers, Napkins

These supplies can be added to or detracted from, depending on time of year.
Someone can always go buy more supplies, as needed.

You should plan on buying or encouraging someone to donate, at least 10 dozen bottles of water. These usually cost \$.20 - \$.25 for a 16 oz. bottle and people donate a \$1.00 for each bottle usually.

Whoever is going to be in charge of the coffee break should check current supplies before buying more supplies.

COFFEE BREAK COMMENTS

Coffee Breaks **must be applied for before April 15th**. **By March 1** decide on three dates and places. Call the Ohio Department of Transportation at 281-0513 to request forms for the coffee break. They will send you three applications. **These must be completed and returned to them before April 15**. The lottery drawing is usually on the 15th. You will have to supply them with our state tax ID number, which is 374553. Please refer to the samples from 2000.

If you get a coffee break permit back in the mail, the front and back must be posted during the coffee break. You may have to make a copy. The work schedule should also be posted.

Set up starts at 6:00 p.m. Usually the set up people (or at least two of them) should plan on staying until the first slot group arrives at 8:00 p.m.

It takes 4 – 6 people to do the set up. One kind of watches the table and assists when they can. The other four set up the canopy and the tables. We were usually set up and running in less than 45 minutes.

The tear down also takes 4 – 6 people. Whoever works the last shift is expected to help with the tear down and taking things back to the church. The drink coolers can be washed at the church along with the coffee pots. The drink coolers need bleach added to the cleaning water and the lids left slightly ajar so that they air out and mold doesn't start growing in them.

On 9/29 – 10/1/2000, we used cans of pop because we had gotten some donated. We were also able to buy some at \$.21 each. This worked out well as most people paid \$.50 for a can of pop. We kept it cold in large white cooler.

ICE TEA INSTRUCTIONS – STEEP 5 gallon size TEA BAGS in one gallon of water, for about 10 minutes.

PUT CONCENTRATE IN THE DRINK COOLER. ADD ENOUGH WATER TO MAKE 4 GALLONS OF TEA. ADD a 7# BAG OF ICE AND STIR WELL. THIS MAKES A NICE TEA AND NO ICE WILL BE NEEDED TO BE ADDED WHEN SERVED.

The iced tea is good for about 24 hours. New batch can be made by putting the concentrate in a gallon jar and taking to coffee break to mix out there with 7# bag of ice. Drink cooler must be cleaned thoroughly. Running plenty of water through the spout and adding a little bleach will kill any salmonella growing there. Be sure to rinse well, especially the spout.

If someone wants to supply a small 12-cup coffee maker, you can make decaf coffee or hot water for tea. You would have to be sure to have some tea bags. We do get requests for hot tea or decaf, occasionally. If you have hot water you could also offer hot chocolate. We get a few requests for this in the mornings and late evenings. We always made our own hot chocolate mix because we felt the kind of packets you buy were too expensive.

Coffee was made in the 55-cup coffee maker about 30 minutes before setting up. This way we have hot coffee ready while we're setting up. We always immediately set up a table on the sidewalk, leaving room for foot traffic, with creamer, sugar, sweetener, snacks, ice tea, drink, cups, napkins and donation jar to start serving right away. Electric needs plugged in right away to keep coffee hot. We usually made \$50 while we set up.

One pot of coffee, the iced tea and the gatorade or fruit punch must be made ahead of time and be ready to serve immediately. If you're using cans of pop, some should be cold for serving.

All Scouts are to wear their uniforms during the coffee break. People want to see the uniform. Be prepared to tell people we are in the Heart of Ohio Council and the Johnny Appleseed Trail District. Former and present Scouters will want to know that.

All families should plan on donating 8 – 12 dozen commercially packaged items, depending on the time of the year we get the coffee break, where it is located and what is going on in the area. These should be brought to the Scout meeting the Monday before the coffee break so that organizers will know what they need to buy.

If the Indians and /or Browns are in town, plan on more. You can pull up the Indians and the Browns play schedules on the internet. If you get I 71 north or south, near S R 30 during a big event at Mid Ohio, plan on more. You can get on the mailing list at Mid Ohio by simply calling them. They will send out their calendar to you. If you get a coffee break late in October or early in May, plan on less. If you should get a Labor Day weekend, remember the Air Show is in Cleveland that weekend. If you get a holiday weekend, plan on a lot. You need to take all of these things into consideration when choosing your dates and places.

You need someone to run out to the coffee break at least twice on Saturday and once on Sunday to check for supplies and bring home the money. This person's name and phone number will be posted on the work schedule. Each outgoing shift is responsible to call this person and let them know if something is needed at the coffee break or if there is a problem. This person will also be responsible if someone doesn't show at their slot. They will have to find someone to fill in the spot, try calling the workers to see what the problem is or go out and work the slot themselves until the person shows up.

If someone is late for their shift, the current workers should try calling them first, before calling the back up person.

There will probably be no coffee breaks in our reasonable area after the summer of 2002.

The treasurer is responsible for overseeing all fundraisers and determining what the profits are to the Troop and the Scouts. This should be announced within one week after the fundraiser.