Patrol Program Planning Duties

"In Scouting, a boy is encouraged to educate himself instead of being instructed."

-Baden-Powell

A Failure to Plan is a Plan for Failure!
Inadequately planned and executed troop meetings are the number one cause for boys leaving Scouting.

Help Prevent “boring troop meetings.”

Programs:

☑ New Scouts should have opportunities to learn and practice basic Scout skills.

☑ Delivery of skills instruction should be segmented according to a Scout’s knowledge and abilities.

☑ Programs should be developed to provide challenging experiences for those Scouts aged 13 and older.

Patrol Competitions and Challenges:

☑ Patrols should have opportunities to work together and practice leadership skills.
What is Planning

➢ "To form a scheme or method of doing, to have an intent or purpose"

➢ Planning simply means taking time to get ready for whatever it is you want to do

➢ Part of "Being Prepared"

➢ "Road Map to Success" – "Road Map to Fun"

Why Plan

➢ Make sure you do all that you need and go where you want to – "Goal"

➢ Get more Scouts involved – more help for success – learning for others – share responsibility

➢ A well planned program helps make sure you get where you want to go – "Goal"

➢ Makes meetings, campout, and other events easier and much more enjoyable

➢ Increases your confidence as a leader

➢ Increases the excitement of meetings, builds anticipation
Who Plans

➢ Individual – patrols – patrol leader council

➢ Program patrol – not just the program patrol leader!
  
  o One of the most important responsibilities as a junior leader

➢ Adults (their activities – how they help scout) – planned and prepare for the JLT.
  
  o Adults not here to plan the troop activities – here to help (coach)

Organizations, business and military make extensive use of plans – all good things are planned

Things to Plan
(Monthly Programming)

➢ Troop meetings
➢ Campouts
➢ Campfires –
➢ Games/Patrol Competitions
➢ Demonstrations
➢ Ceremonies
➢ Courts of honor

3
When to Plan

➢ Before everything that is important
➢ Different degrees and detail for different things


➢ Use a check list
➢ Delegate – patrol can plan opening, games, etc – delegate – delegate – delegate
➢ Adult support (two deep)
➢ Safety – if you don’t plan for it you plan for unsafe activity

Planning Resources

Patrol leaders handbook – Junior leaders handbook – Scout handbook – Woods wisdom

How to Plan

➢ Plan to plan
➢ Start early – Don’t rush (have another meeting)
➢ Make sure you understand and agree upon your goal or objective you wish to accomplish
➢ Get input, do your homework, talk to your patrol, before and after the Annual Planning campout & PLC meetings
➢ Start with the event (Troop Meeting, Campout, Scout show, Etc.) and work backward
➢ Things to always include – Safety & Backup Plan – Games, Alternative last minute programs, Backup instructors

Publish the Plan

Scribe makes sure every junior leader and adult leader (SM & ASM) have plan

Good idea to publish to troop – a good plan and program will encourage participation
Execute the Plan

➤ A basic rule in scuba is "plan your dive and dive your plan"

➤ Plan can be changed – a plan is not the law

➤ A good plan without external surprises should be followed

➤ Good execution can overcome weaknesses (be prepared)

➤ A good plan is a great help to execution

Follow Up

After the event – talk about it – how could the plan have been better – how could the execution have been better – lessons learned
Planning Cycle

Patrol Leader Council (PLC) meets annually to set the Annual Plan (general schedule/program topics).

➢ PLC Meeting 3 months prior to the program month
  o The Program Patrol briefs the PLC as to its general plans for the months and seeks PLC approval or input.
➢ PLC Meeting 2 months prior to the program month
  o The Program Patrol informs the PLC of the arrangements that have been made for the campout and program (ie speakers, equipment).
➢ PLC Meeting 1 month prior to the program month
  o The Program Patrol assures the PLC that the campout site and program has been confirmed.
  o Advise patrols of food, type of fire, water, equipment & other requirements for meetings & campout.
Planning Cycle, Continued

➤ Meeting before Money Monday
  o Permission slips handed out.
  o Patrols reminded to have menus planned and approved by PA.
  o Estimated participation and other requirements discussed with the Monthly Advisor.

➤ Money Monday
  o Collect permission slips and money (Patrol Scribes).
  o Scribe and SPL discuss last minute needs with the Monthly Advisor.
  o Food money to the patrol after the meeting.
The Monthly Advisor’s Role

T1000 assigns a qualified ASM to assist the Program Patrol in planning, preparing, and executing the monthly program.

☑ This includes troop meetings, outings, and any other events.

☑ In addition, the duties of this position are designed to make sure that certain tasks that are required to support the troop get done.
Guide for the Program Patrol

➢ Follow the 3-month planning cycle. PLC must enforce and must review the plan.
➢ Break the troop into two or three skill levels (one could be the teachers)
➢ Explain the skill. Demonstrate the skill. Have them practice the skill and try to master the skill.
➢ Games must tie to the program and be patrol competitive.
➢ Start on time. Keep to the plan, stay on time.
➢ Try for at least one quest speaker per month.
➢ Teaching aids a must for all classes.
➢ No PowerPoint classes on a screen less than 6x6 feet.
➢ Hands-on activity (to demonstrate skill mastery). Don't just lecture (too boring). Get the Scouts up and moving.
Guide for the Program Patrol, Continued

- The MA will provide a copy of the related Woods Wisdom pages to the Program Patrol well before the first PLC meeting of the 3-month cycle.

- Troop Meeting Plan/Time Line. Don't just let it happen. Campout Plan/Time Line. Don't just let it happen.

- Limit Troop meeting Patrol Corners to 10 minutes MAX. Must have a purpose for Patrol Corners, decided by the PLC and announced prior to patrol Corners. Begin and end with their patrol yell.

- The Service Patrol MUST be set up prior to the start of the meeting and MUST remain until all is back the way it was. The Service Patrol needs to set up campfires, take care of general needs, etc.
Using the Troop Meeting Plan

The seven-part plan for troop meetings is an important guide, but use it flexibly.

The times noted in the plan are suggestions only can vary to fit various situations.

For example, the troop may be getting ready for a campout. The usual amount of time set aside for patrol meetings might be expanded to allow Scouts time to complete their patrol camping preparations. A troop nearing the date of a district camporee may devote extra time to skills instruction so that everyone will be ready for activities involving the theme of the camporee, and the interpatrol activity can include an extended competition that also focuses on the key skills.

When the minutes allotted to one part of the troop meeting plan increase, consider shortening other portions of the plan. Every troop meeting should be interesting and useful, and it should begin and end on time.

The Preopening

As Scouts begin to arrive for a troop meeting, a patrol leader or an older Scout assigned by the senior patrol leader should get them involved in a preopening game or project designed so that additional Scouts can join as they show up.

The preopening is often well-suited for the outdoors. Those in charge of the preopening activity should be ready to start about 15 minutes before the scheduled beginning of the meeting. Varying the activities from week to week will keep the preopening fresh.
The Opening (5 minutes)

Call the meeting to order on time, instructing Scouts to line up in formation by patrol. The patrol responsible for the opening ceremony may conduct a flag ceremony and then lead the troop members in the Scout Oath and Law and the Pledge of Allegiance.

Skills Instruction (15 to 20 minutes)

This portion of the meeting is devoted to the mastery of knowledge that Scouts need to participate fully in an upcoming activity, or upon skills they must learn to complete advancement requirements.

The skills to be taught at each meeting will have been determined in advance by the patrol leaders' council. Often the skills will relate directly to the month's program plan for troop activities. Instruction should be hands-on learning rather than lecturing.

Those who may be effective in teaching skills are the troop guide, instructors, junior assistant Scoutmasters, assistant Scoutmasters, and members of the troop committee. Older Scouts and members of the Venture patrol also can be effective instructors, though at most meetings they will be involved in their own activities.

Whenever possible, troop skills instruction should be divided into three levels:

☑ Basic Scouting skills instruction for the new Scouts
☑ Advanced instruction for the experienced Scouts
☑ Expert instruction for the Venture patrol

Each instructional area should be separated from the others so there are no distractions. The Scoutmaster probably has a good idea of who has skills to teach.
Patrol Meetings (Corners)  
(5 to 20 minutes)  

End skills instruction on time and ask patrols to go to their patrol areas for their patrol meeting. Patrol leaders will take charge of the patrols.

Matters to be dealt with during a patrol meeting include taking attendance, collecting dues, planning the patrol’s involvement in upcoming troop activities, selecting menus for hikes and campouts, assigning patrol members to specific tasks, and working out any other details for the smooth operation of the patrol.

Circulate among the patrol meetings and be ready to serve as a resource if a patrol leader asks for your assistance. If you notice that patrols have completed their work, call the patrols back together and move on to the next part of the troop meeting.

Interpatrol Activity (15 to 20 minutes)  

You or someone appointed by you can lead this opportunity for the patrols to interact with one another in a competitive or a cooperative effort. The activity might be a game that will test the skills the Scouts are learning for an upcoming activity — pitching tents or tying knots, for example. Troop Program Resources has a wealth of games that foster friendly teamwork and competition. The BSA manual Project COPE, No. 34371, also contains many appropriate games and challenges.
Closing – Scoutmaster’s Minute
(5 minutes)

The closing of a meeting is the Scoutmaster’s opportunity to step forward. Ask everyone to sit quietly, and then turn the meeting over to the Scoutmaster for reminders and announcements about upcoming events, and support of the patrols for their achievements and progress.

The highlight of the closing will be the Scoutmaster’s Minute, a brief message built on one of Scouting’s values. As the concluding thought of a troop meeting, the Scoutmaster’s Minute is a message each person can carry home.
The “After the Meeting” Meeting
(5 Minutes)

Ask members of the patrol leaders’ council to stay a few moments after the closing to discuss with you and the Scoutmaster the quality of the just-concluded meeting. Offer praise for portions of the meeting that went well, and talk about ways that future troop meetings can be improved. Make a few written notes so that suggestions can be explored more fully at the next patrol leaders’ council meeting.

Here are some questions to ask about the last meeting:

☑ Was the meeting fun?
☑ Did we accomplish a purpose?
☑ Did we do something new and different?
☑ What worked well that we should do again?
☑ What should we not do again?
☑ Did we have all the resources necessary to accomplish tasks?

Finally, review the troop meeting plan for the next meeting and make sure that everyone who will have a role is aware of the assignment and is prepared to do a good job.

While the patrol leaders’ council is reviewing the meeting, the service patrol can put away troop gear and return the meeting room to order.
Wood's Wisdom Index

Theme and Outdoor Activity

Troop Program Features Volume 1

- Aquatics
- Athletics
- Backpacking
- Boating/Canoeing
- Business
- Camping
- Citizenship
- Communications
- Cooking
- Cultural Awareness
- Emergency Preparedness
- Engineering

Swimming
Backpacking
Float Trip and Boundary Waters Prep
Orienteering
Camping
Historic Trail – 10 mile hike
5 mile hike.
General Campout Prep
Search and Rescue
Pioneering

Troop Program Features Volume 2

- Environment
- First Aid
- Fishing
- Forestry
- Health Care
- High Adventure
- Hiking
- Hobbies
- Leadership
- Mechanics
- Nature
- Orienteering

5 mile hike
Ski Campout – Search and Rescue
Scouting Skills
High Adventure Prep
Hiking
5 mile hike.
Nature Trail, Orienteering
Orienteering
Troop Program Features Volume 3

- Physical Fitness
- Pioneering
- Public Service
- Safety
- Science
- Shooting
- Special Cooking
- Sports
- Tracking
- Wilderness Survival
- Wildlife Management
- Winter Camping

- Pioneering, Wilderness Survival
- General Campout Prep
- Orienteering
- Wilderness Survival
- Winter Camping Prep.

Troop Program Resources

- Scoutmaster's Minutes
- Games
- Ceremonies
- Interfaith Worship Service
- Glossary of Scouting Terms
- Pearls of Wisdom – Quotes from Baden-Powell
- Founders of the BSA
- Forms
- Clip Art
Campout Process

For ALL Patrols

After the PLC meeting at least a few weeks before the campout
(At a Patrol Meeting - NOT AT A TROOP MEETING)

1. Patrol discuss their role at the campout, duties, program
2. Menu is decided on and tentative duty roster prepared.
3. Tentative Patrol equipment list is prepared (chuck box, tents, etc)

Two meetings before the campout

1) SPL tells the troop about the campout
   a) Outline of the schedule
   b) Special costs, equipment, etc
2) Permission slips given out
3) Tentative count of who is going (given to the Monthly Advisor for his planning)
Troop Meeting, Money Monday

One week prior to departure

1) At Patrol Corners, The Patrol Scribe collects food & gas money and permission slips

2) After Patrol Corners, Patrol Scribe gives the Troop Scribe permission slips & money, and the completed envelope with dollars indicated on the front.

3) Troop Scribe - by 8:30 discusses the completed list with the SPL, ASPL, and MA then provides a copy to the SM for his planning and preparation.

4) SPL reviews duty rosters and menus (after Patrol Advisor review)

5) Patrol QM gives Troop QM the list of equipment the Patrol needs Troop QM (as needed) talks with the Committee QM about the list. With the help of the Patrol QMs, signs out tents and other equipment

6) If SPL, ASPL, QM, or Troop Scribe is not going, a stand in is chosen and told what he must do (participates in Money Monday activities along with the actual position holder).

7) Adult Monthly Advisor
   a) Collects the above information (type of outing, number going, special needs).
   b) Identifies adult leaders going and determines addition needs for adult leaders and/or drivers
   c) Decides on adult eating/camping plan. If adults to eat with Scout Patrols then adult food money to be given to the Troop Scribe.

8) At the end of the meeting the Troop Scribe gives the Campout Patrol Leaders their food money.
Departure Phase (D-day)

1) QM - arrives 15 minutes early and begins placing equipment outside the store room/trailer
   a) Water barrels, begin filling as people arrive
   b) Other troop equipment as per the list he got earlier
   c) Issues Patrol boxes to Patrol QM or Patrol leader
   d) Supervises getting equipment checked out and out of the store room, when all is out he advises the ASPL & SPL

2) Troop Scribe.
   a) Arrives 15 minutes early and checks Scouts in as they arrive.
   b) Collects any missing permission slips and money
   c) If the Scout was not signed up on Money Monday he has the Scouts parent (ride provider) wait while the Scribe and the Scout talk with:
      i) the Patrol Grub master to see if enough food is available
      ii) the Scout Master to determine if there is an available seat
      iii) if the Scout can be accommodated he pays his food & gas money, provides a permission slip and can go on the campout, at that time his ride is released. If all conditions are not met he won't be able to go on the campout
   d) Note, once payment is received for gas or food there are no automatic refunds
   e) Just prior to departure he
      i) Gives the SPL, Monthly Advisor, & SM a list of the Scouts going
ii) Gives the SM the permission slips

3) Patrol QM
a) Checks out the Patrol chuck box and inspects with the grub master. Advises the Troop QM if items are missing and tries to replace them on the spot
b) Moves the chuck box to the trailer(s), loads as per the ASPL
c) If not already done, supervises the check out of tents and other equipment for his Patrol, has tents & personal gear moved to the trailer(s), loads as per the ASPL.

4) Patrol leader
a) Finishes Patrol campout details (who is going, Patrol equipment, etc).
b) Makes arrangements for last minute changes.
c) Leads his Patrol in assisting the QM/ASPL in loading the trailer(s)

5) ASPL
a) Supervises moving troop equipment to the trailer(s)
b) Reviews the loading plan with the trailer(s) puller
c) Supervises loading the trailer(s) (he does not load it)

6) SPL - makes sure all of the above happen!
a) Reviews buddy system and other safety issues
b) Through positive leaderships keeps everyone working as needed
c) Keeps the Monthly Advisor and SM advised of what is going on
d) Assigns Scouts to cars when all is done
e) Makes sure (by checking off on the list) that all Scouts are in a car.
f) Lets the lead vehicle know when he can leave. Repeats this and 6.e (by head count) each time the troop stops during a trip.

**Arrival Phase (A-day)**

1) SPL
   a) Usually rides with the SM/Monthly Advisor to work on last minute details.
   b) Upon arrival, with the SM/Monthly Advisor and Patrol leaders he picks and lays out the troop site. Assigns Patrol areas to include the Buffalo Patrol
   c) Keeps the ASPL & QM advised of their tasks.
   d) Supervises the overall campsite set up

2) Patrol leaders
   a) Define exact layout of the Patrol campsite
   b) Once equipment is unloaded, supervise the set of the Patrol campsite to include fire ring preparation, wood gathering, and camp gadget preparation.

3) ASPL
   a) If appropriate, while the SPL & PLs are determining a campsite & layout, unloading the trailer(s).
   b) Oversees the troop while the SPL is occupied elsewhere.

4) QM
   a) Issues gear to the Patrols
   b) Assists the ASPL in supervising the unloading of the trailer(s).
   c) Has the Service Patrol set up the troop flag pole (can be done following morning).
   d) Sets up any troop common area
Campsite shut down/Return phase

1) SPL
   a) Through positive leaderships keeps everyone working as needed
   b) Oversees the over all break down & clean up of the camp
   c) In conjunction with the QM, determines if tent should be taken down last to allow for drying. Determine when/if rain fly should be flipped.
   d) Carries out activities similar to D-day
      i) Roster check off prior to departure and once cars are loaded
      ii) When appropriate, allows calls home for Scout pickup
      iii) Releases Scouts to go home

2) ASPL
   a) At the campsite
      i) Begins loading the trailer(s) as soon as possible
      ii) Carries out activities similar to D-day
   b) Upon return to the church - activities similar to D-day to unload the trailer.

3) QM
   a) At the campsite - Logs damaged equipment
   b) Upon return to the church - activities similar to D-day
      i) check in equipment, make sure tents go home
      ii) have equipment inspected as needed, log problems
      iii) over see equipment cleaning and storage preparation

4) Troop Scribe - Splits the gas money between the drivers or divides the money per instructions from the Monthly Advisor.
Typically, the total gas money is divided by the total vehicles making the full trip plus the white trailer(s) that were pulled.

5) Service Patrol - upon return to the church, polices all church property.

6) Patrol leaders - Activities similar to D-day as well as supervise Patrol site cleanup and have equipment moved to the trailer(s) as soon as ready.
Campout Meal Planning

1) Patrol Meetings
   a) Get meal guide (Hot/Cold, Fuel type, Quick, etc.) from PLC
   b) Select and Approve menu
   c) Assign Scout to purchase food.
   d) PL reviews campout plan with patrol
   e) Develop Duty Roster
   f) Announcements
      i) Reinforce time to meet at the church
      ii) Reinforce any special considerations (weather, special equipment, etc)

2) Thursday Evening before Campout
   a) PL checks with Scout assigned to purchase food to see if there were any problems.
   b) Be sure there is a cooler available and ice is purchased, if necessary.
   c) Patrol can meet to do any food preparation. (chopping vegetables, making pancake mix, pre-cook, etc)

3) Campout
   a) Packing at the Church
      i) Be sure dry food is loaded in patrol dry box and sealed
      ii) Be sure there is adequate Ice to keep refrigerated/frozen food cool.
   b) Morning Routine
      i) 0:00 Cook and assistant get up
      ii) 0:15 Cook and assistant begin cooking
      iii) 0:30 Rest of the patrol gets up
         (1) Patrol members prepare their tents for the day.
            (a) Stow all personal gear.
            (b) Unroll sleeping bag to air
            (c) Open and tie up tent windows (weather permitting)
      iv) 1:00 Breakfast and cleanup water begins heating
   v) 1:30 Breakfast done
      (1) Cleanup person and assistant begin cleaning dishes
      (2) Cook and assistant prepare their tents for the day.
      (3) Water person refills the jug for the next meal.
   vi) 2:00 Cleanup done.
   vii) Notes
      (1) Timetable is for an average breakfast (eggs and bacon, pancakes)
      (2) More complex breakfasts should be started earlier
      (3) Scouts must wash their hands before eating.
      (4) Patrol should eat at the same time sitting at the table after saying grace.
c) Lunch/Dinner Routine (For average lunch/dinner)
   i) 0:00 Cook and assistant begin cooking
   ii) 0:45 Lunch/Dinner and cleanup water begins heating
   iii) 1:15 Lunch/Dinner done.
      (1) Cleanup person and assistant begin cleaning dishes
      (2) Water person refills the jug for the next meal.
   iv) 1:45 Cleanup done.
   v) Notes:
      (1) Timetable is for an average lunch/dinner (hamburgers with a cooked vegetable)
      (2) More complex lunches/dinners (stew, baked goods) should be started earlier.
      (3) Scouts must wash their hands before eating.
      (4) Patrol should eat at the same time sitting at the table after saying grace.

d) Packing Up Camp
   i) While cook and assistant are cooking, the rest of the Scouts pack their personal gear.
   ii) While cleanup and assistant are cleaning, the cook and assistant pack their personal gear. The rest of the patrol begins packing up the patrol gear.
   iii) After cleanup all the patrol gear is packed up and carried to the vehicle.
   iv) After the patrol gear is stowed the personal gear is carried to the vehicle.
   v) The patrol polices the empty site.
   vi) The SPL and Patrol Advisor inspect the site.

e) Unpacking at the Church
   i) All Troop gear is unpacked under leadership of Troop QM.
      (1) Clean gear is stowed in the shed/trailer.
      (2) Dirty patrol gear is assigned to patrol members to clean and return at next patrol or troop meeting. Patrol is held accountable by troop QM.
      (3) Split up between patrol members for cleaning.
   ii) Scouts are allowed access to personal gear.
   iii) SPL assembles the troop for announcements and then dismisses

f) Meeting After the Campout
   i) During the meeting
      (1) Patrol gear is returned to the Troop QM.
   ii) Patrol Meeting
      (1) Patrol QM retrieve patrol gear from shed and stows in Chuck Box.
Notes on Campout Documents

1) Duty Roster:
   a) It is critical that the duty roster is made up before the campout and strictly followed. The duty roster must be fair or the patrol will not follow it. A round robin rotation should be used for each task. Post the duty roster so everyone has a chance to see his responsibilities. See Blank Duty Roster.

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   b) Other duties and/or time periods should be added, as the activity requires. A campout could run from Friday to Sunday Lunch with a nighttime snack. Cooking over wood or charcoal requires a fire duty to be added. If there are more Scouts than tasks, more assistants can be added or Scouts could get a "bye" for the period.

2) Menu:
   a) The menu should consider the following points
      i) **Time**: Can the meal be cooked and cleaned up in the time allowed? Breakfasts on the morning of an early start should not include frying or grilling.
      ii) **Weather**: Every meal should have a hot dish between October and April. Some dishes don't work in extremely cold camping (below freezing) because food solidifies as soon as it leaves the stove and things cook slower.
      iii) **Capabilities**: What can the Scouts cook? A challenging meal is good, getting in over their head is bad.
      iv) **Gear**: Does the meal require any specialized gear that may not be available? For example a grill, Dutch oven or a griddle.
      v) **Cost**: If the patrol goes over budget, each member must contribute his share of the difference.
      vi) **Nutrition**: All meals should be balanced with protein, starch and fruit and/or vegetable at each meal.

(1) Sample Menu

   **Saturday Breakfast**
   Pancakes with butter and syrup
   OJ and cocoa
Sausages

**Saturday Lunch**
Grilled cheese sandwiches
Tomato soup
Carrot sticks
Apples
Cookies
Ice Tea

**Saturday Lunch**
Hamburgers on rolls
Toppings (lettuce, catsup, cheese)
Baked Beans
Green Beans
Ice Tea
Cake

**Sunday Breakfast**
Oatmeal
OJ and cocoa

3) **Patrol Gear List:**
   a) This list should include all the camping gear, cooking gear and any special items required. Be sure to think through the pots and pans required to cook and clean up after each meal.

4) **Shopping List:**
   a) The shopping list should include everything that the patrol needs to cook the menu and do cleanup. The list should include amounts that are to be bought as well.

   (1) **Sample Shopping List for Patrol of 8**

   1 32 oz. Box Pancake Mix (add eggs and oil)
   16 eggs
   1 16 oz. Bottle Cooking Oil
   1 sm. Bottle syrup
   1 lb. Sausage
   1 gal. OJ
   16 pkts. Cocoa
   1 stick Butter
   32 slices Bread
   32 slices Cheese
   4 cans Tomato soup
   1 lb. Carrots
   Apples
   2 lb. Cookies
   1 lg. Canister Ice Tea mix
4 lb. Hamburger
Hamburger Rolls
Head of lettuce
1 sm. Bottle of catsup
Salt and Pepper
3 cans Green Beans
4 cans Baked Beans
1 box Cake Mix (just add water)
16 pkts. Oatmeal
1 sm. Bottle dish soap
1 box Brillo Pads
Roll Paper towels
Garbage Bags
1 box Matches
Scrubby