

## **Patch Committee Duties**

This committee shall have charge of the patch design, purchasing, and selling at the state campout. All funds collected go into the campout treasury.

This includes:

- A. Selecting an assistant chairperson.
- B. Arranging for sufficient help, as needed.
- C. Have the patch designed by:
  1. An individual
  2. Contest in host area or wider.
  3. Have the patch no larger than 3 inches in largest dimension.
- D. Ordering the patches in sufficient time so that they are on hand at the campout.
- E. Maximum order not to exceed 300.
- F. Checking with the patch supplier about ordering small amounts of patches to meet the demand of additional patches, if a sell out.
- G. If possible, make arrangements with the patch supplier to pay for the patches after the campout is over and the patch monies have been banked.
- H. Setting the selling price of the patch. Arrange for some profit to cover extra patches, those handed out free to selected guests and unusable patches. It is a good idea to keep the price in twenty five (25) cents units, makes making change easier.
- I. Setting the selling hours in cooperation with the Program Booklet Committee.
- J. Turning the surplus patches, after the campout, over to the State Insignia Director.
- K. Within fifteen (15) days after the campout report the income and expenses, along with the number of patches ordered and sold, to the treasurer in a format approved by MSA.
- L. With in fifteen (15) days after the campout report, in writing, to the secretary the activities of the committee. Include such things as:
  1. Number of patches purchased.
  2. Number of patches sold.
  3. Number of patches given to special guests, etc
  4. Number of patches left over.
  5. If sold out, number of additional patches needed.
  6. Method used to obtain patch design.
  7. Copy of the patch, if possible.
  8. Other things that it is felt would be of value to future campout committees.