



Buffalo In Bloom Zone Captain Checklist

- Upon receiving your Zone's materials, **IMMEDIATELY**, contact each of your scouting team leaders, and make arrangements to get them their scouting materials. Timeliness is VERY important.
- Keep a record of the dates your teams intend to scout.
- Followup with each team leader after their scheduled scouting date. See if they encountered any problems and if they were able to successfully complete their area.
- Make arrangements to collect their materials.
- As Zone Captains you should be the first line of troubleshooting problems that your teams may encounter. Here are some possible tasks you may encounter:
 - o Retaking garden photos if a team has a problem
 - o "Blooming" a garden or gardens that your teams may miss
 - o Fill in as a team member in an emergency
- Review all materials collected from your teams, before turning them over to the Scout Coordinators
 - o Verify Log sheets are filled in
 - o Verify team numbers are written on permission cards
 - o Look for Notes on exceptional gardens, solicit feedback on this from your teams if none are noted on their logs.
- It is important that this years scouting process stay on schedule, it is very important to follow up on all issues in a timely fashion. Return all your teams materials to the Scout Coordinators ASAP upon reviewing and verifying them.

***** If there are issues you cannot resolve or need assistance with, please contact the Zone Coordinators ASAP.***

Zone Coordinators

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