

Standard Operating Procedures for Consortium Pond Walk:

The following instructions will serve as a guide to the chairman and co-chairman of Pond Walk.

Pre-planning of the Pond Walk:

1. Call Consortium in March to secure date of walk.
2. Contacts are – Lacey Brown (302-645-7210 , Lacey.brown@cape.k12.de.us), and Pat Zmuda (302-757-5858, Patrick.zmuda@cape.k12.de.us).
3. Determine when the Pond Walk Committee is meeting and attend.
4. Determine what they need from us. Normal commitment is: Color Guard, hot dogs, potato chips, condiments, napkins, bottled water, and generator.
5. Determine time, location, resources, number of volunteers needed for guides around the pond and set-up area.
6. Determine Publicity outlets, Logo Requests, and schedule of events.
7. Provide them with organizations to be recognized. i.e. Knights, Casapullas, Outlet Liquor, etc.
8. Provide them with our requirements of tables&chairs, and logistic support of the "Gator" for transport.
9. Two months prior to walk contact vendors for contribution of hot dogs (Cassapulas), water (Outlet Liquor), rolls (Giant), and chips ().

At business meeting at least one/two months preceding walk:

1. Get sign-up sheet for number of volunteers needed.
2. Assign person to be the lead for getting the foodstuffs, supplies, etc.
3. Volunteer Assignments:
 - 1) Walk Guards at bench stations.
 - 2) Cooking Crew.
 - 3) Set-up Crew.Break-down Crew.
4. Secure from Grand Knight and Trustees approval to proceed with funding required.
5. Purchase napkins, paper plates.
6. Purchase Condiments – mustard, ketchup, etc..
7. Purchase potato chips.
8. Get approval that Color Guard is available.
9. Notify brothers of reporting time.
10. Prepare a "recognition card" for the table so people know "who donated what" to the walk.

Logistics - Arrange for:

1. Large Check – determine from Grand Knight and Trustees amount on check.
2. Pots to boil hot dogs: church kitchen
3. Propane stove or crab cooker. Will have to purchase.

4. Napkins and paper plates.
5. Cooking utensils tongs and long forks for cooking hot dogs. Church kitchen.
6. Pot holders to handle hot pots.
7. Coolers. Church kitchen.
8. Assign Knights to cook hot dogs, hand out water, and to man stations around the pond.
9. Transport of equipment to the walk and return from walk, including who will do "take-down".

Day of Walk:

1. Time of Arrival
2. Set up cookers, tables, water stations.
3. Coordinate Color Guard, presentations, etc.
4. Instruct volunteers on conduct and assignments, including when where to be at stations.
5. Pass out assignments and schedule of runs/walks and awards ceremony.
6. After walk break-down equipment and transport back to church.

After the Walk:

1. Send a thank you to donors with copy of "recognition card".
2. Report out to Membership results of Walk.