1085-10(CO)

30 Aug 2014

Dist List

809 NEWARK SQUADRON BOTTLE DRIVE

1. Always remember to keep the safety and security of our cadets, VanNoort Greenhouses, and Squadron (Sqn) kit foremost in your mind. We have the potential to have a great day, filled with laughs and teamwork - let's make it the best one possible.

DRIVER GUIDELINES

1. Only 809 Sqn Staff Members, 809 Sqn Sponsoring Committee Members and Parents of 809 Sqn Air Cadets are permitted to drive cadets. Other adults who wish to help out may do so in the sorting area only, or alternatively, they may drive their own car (with NO cadets) to assigned pick-up locations.
2. Check-In with Capt Palumbo (Commanding Officer) upon arrival:
	1. attendance
	2. provide proof of Valid Driver's License and Vehicle Insurance required BEFORE departure
	3. place 809 Sqn Bottle Drive magnets on EACH side of your vehicle before departure
3. Minimum 2 cadets per vehicle.
4. Capt Palumbo will be assigning cadets to you. Do not leave without:
	1. the cadet names on the driving board
	2. your name & cell phone # on the driving board

WHILE DRIVING DOOR-TO-DOOR:

1. Take care of your vehicle: have cadets stack boxes/bottles carefully
2. Have cadets work both sides of the road at the same time going door to door.
3. Caution cadets on exiting vehicle in traffic. Use four-way flashing lights when appropriate.
4. Encourage cadets to be courteous & polite – saying "Thank you for your support"
5. Enforce the no electronic devices (including ear buds with music) allowed for cadets. This directive comes from the Commanding Officer.
6. Lunch between 11:45 and 12:45. Bring them back to the VanNoort Greenhouses so that they can join the other cadets to eat. Lunch is provided for you as well if you are staying for the whole day.
7. Any bottles/cans that are collected that are full are to be put aside at the bottle sorting area.

BOTTLE SORTING AREA

1. Tables are set-up in 2-3 areas to facilitate sorting. Cadets, Staff, Sponsors & Parents will be on-hand to help.
2. Begin by offering to remove bottles/cans from vehicles outside. Then move bottles/cans to appropriate tables for sorting.
3. All bottle caps/wine/liquor caps must be REMOVED from bottles.
4. Wine, beer and liquor bottles as well as aluminum cans and wine bladders must be separated from each other
* WINE: all bottles in the same case must be the same colour
* BEER: all bottles in the same case must be the same colour
* LIQOUR: bottles must be separate from all other types - colour does not matter
* ALUMINIUM CANS: all beer cans must be counted and placed in clear plastic bags
* WINE BLADDERS: all bladders must be separated from all other types, counted and placed in clear plastic bags

15. Once sorted, bottles and cans must be placed on trucks for transport to the Beer Store. There will be cadets on-site to facilitate this.

END OF THE DAY:

1. Check-in with Capt Palumbo before you leave to go home
	1. hand-in vehicle magnets
	2. ensure cadet names are removed from driving board
2. If you wish to stay and finish the sorting of bottles and/or loading the trucks for transport, you are welcome to. Alternatively, you may also go to the Beer Store in St. Catharines to help unload the bottles from the trucks. This will be arranged through Mr. Scott Ruttan, Sponsoring Committee Chairman.

REMEMBER:

18. Why are you helping? This is one of 4 major fundraisers for the year. The money raised provides the cadets with the best possible experience, in the best facilities available. The cadets cannot do this without your help. Thank you!

(original signed)

T. Palumbo, CD

Captain

Commanding Officer 809 Newark Squadron

Royal Canadian Air Cadets

905-468-7584

www.809cadets.ca