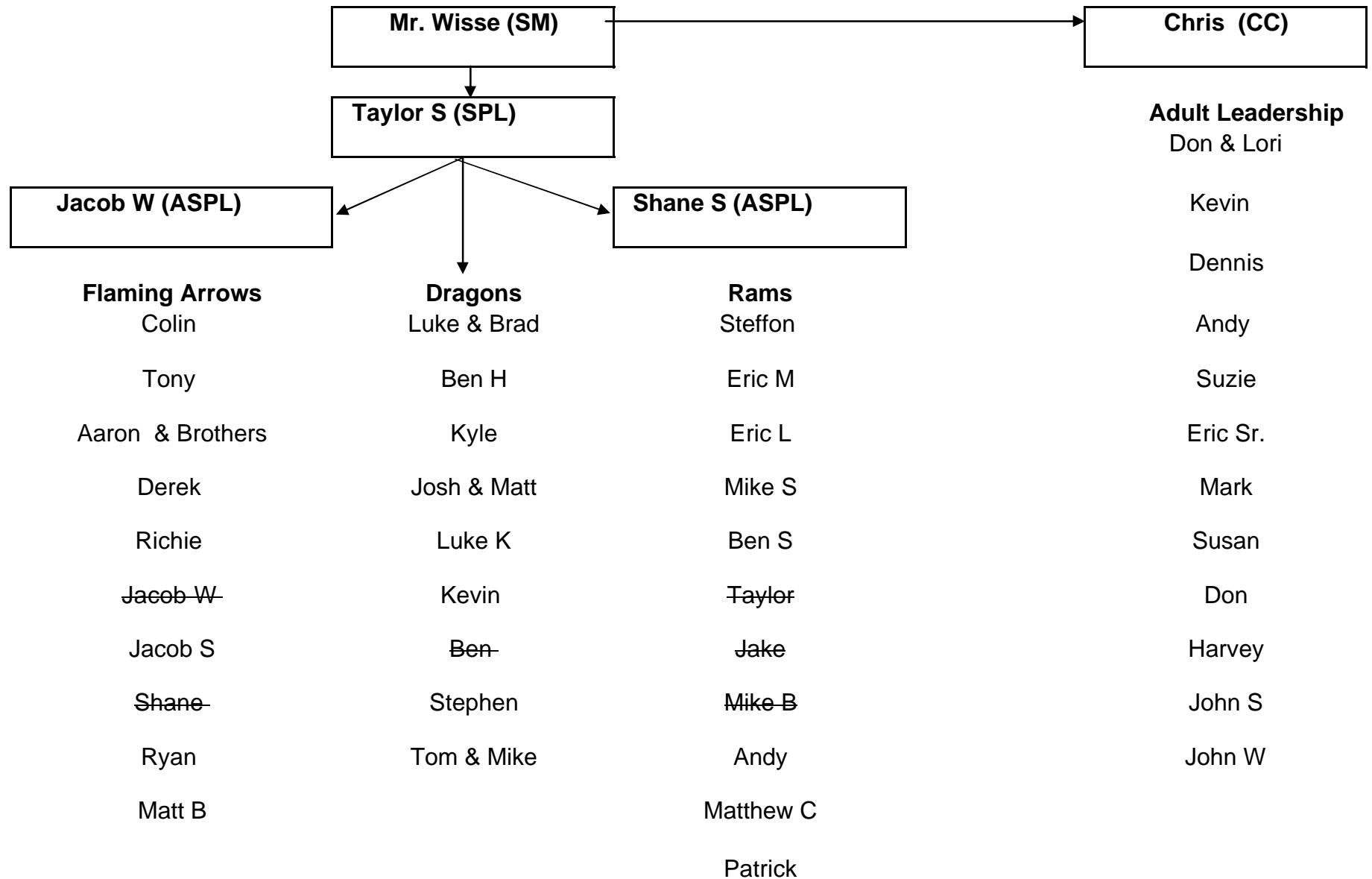


Troop 332 - Phone Tree - Flow Chart

(See Troop Rosters or phone tree handout for phone numbers)



Phone tree Rules

If Caller does contact callee:

1. Instruct recipient to get a paper and pencil/pen
2. Clearly relay the message
3. Request that the recipient repeat the message back to the caller
4. Make sure the recipient knows who to call next

If Caller does not reach callee:

1. Leave a simple message to "please call me back at this xxx-xxxx number.

The caller may pass the phone tree message on to an adult but should not leave the message with a sibling nor leave the message on an answering machine.

The responsibility remains with the caller until the message is left with the Scout or adult

If it appears the recipient will not get the message in a timely fashion (away for the weekend) The caller shall skip to the next boy on the list

Use Good Judgement!