

APPROVED PLAN FOR SAMMY

- ONE PERSON PER DIVISION OR FLOTILLA TO BE RESPONSIBLE FOR REQUESTING, RECEIVING, INVENTORING, STORING OR RETURNING OR SHIPPING TO NEXT DIVISION OR FLOTILLA.
- **RECIPIENT OF COSTUME IS TO VIEW VIDEO UPON RECEIPT OF THE COSTUME.**
- REQUESTS TO BE MADE 2 MONTHS PRIOR TO EVENT
- A CALENDAR WILL BE KEPT ON DISTRICT WEBSITE FOR SAMMY
- DSO-PA WILL BE RESPONSIBLE FOR KEEPING THE CALENDAR OF EVENTS FOR SAMMY ON THE WEBSITE
- EACH DIVISION AND FLOTILLA WILL VIEW THE VIDEO ON THE UNPACKING, PACKING, WEARING AND CARE OF COSTUME.
- SAMMY IS PRESENTLY BEING STORED AT AND WILL BE SHIPPED FROM THE AUXCEN UNTIL FURTHER NOTICE.

I WILL ADVISE AUXCEN WHEN AND WHERE TO SHIP SAMMY. THEY WILL INCLUDE A RETURN SHIPPING LABEL. THE AUXCEN WILL BILL THE DISTRICT FOR THE SHIPPING CHARGES.

- RECIPIENT IS TO COMPLETE THE INVENTORY FORM UPON RECEIVING AND SHIPPING TO NEXT RECIPIENT. THE INVENTORY WILL BE INCLUDED IN STORAGE CONTAINER. ALL INVENTORY SHEETS ARE TO REMAIN WITH THE COSTUME AND A COPY OF SIGNED INVENTORY SHEET WILL BE SENT TO DSO-PA. UPON RECEIPT AND SHIPPING.