**Common Tasks: A Practical Checklist for Patrol Representatives/Directors** 

**End of Season / Post Season**

* Host an End-of-Season Party / Banquet / Barbecue / Meeting
	+ Issue Awards
	+ Discuss results of the season
	+ Take suggestions for improvements
	+ Share some down time and relax
* Inspect and stow toboggans, evac, signage and OEC gear
* Inventory supplies and create replacement / new gear list
* Meet with patrol leadership staff regarding:
	+ results of the season
	+ next year’s budget
	+ changes and improvement proposals
	+ membership issues and successes
		- resolve all membership issues if possible in the off-season
	+ candidate status and recruitment plans
	+ develop summer activity schedule and issue to membership
	+ close out all open NSP courses after determining compliance by the membership
	+ develop facilities improvement and repair plans
* Meet with Management regarding:
	+ results of the season
	+ next year’s budget
	+ facilities improvement and repair plans
	+ summer activities and schedule
	+ lift evac procedures for summer and fall events as applicable
* Communicate with Candidates regarding requirements and schedule for the coming season and training program