**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