



Hetuck District Boy Scout Roundtable

October 2010



1. Welcome and Introduction

2. Opening

a. Order of the Arrow – Our Newest Members

b. Advancement

c. Training

i. Boy Scout Leader Specific Training

- 1. October 20th Kilbuck District
- 2. December 4th Netawotwes District

ii. Den Chief Training – November 6th

iii. Commissioner College – November 13th

iv. Youth Protection Training

d. Popcorn

i. Sales Begin – October 1st

ii. Popcorn & Prize Orders DUE at Council – November 8th

iii. Popcorn Distribution – November 19th & 20th

iv. Popcorn Money DUE at Council – December 9th

e. Activities

i. Buckeye Centennial Camporall– 10/15-17/10 See Attached

1. Woodbadge Reunion Breakfast

ii. Scouting for Food - November 13th

3. Program – Fund Raising Requirements

Deb Zorn

4. Roundtable Discussion

5. Commissioner’s Minute – What do you want to see? Please email us with ideas or suggestions for topics you wish to see in upcoming Roundtables.

NOTE: Our Next Roundtable is November 10th @ 7:00pm

St. Michael the Archangel

3430 St. Michael Blvd NW, Canton, OH

PLEASE BRING A FRIEND!!!

Next Month’s Topic: Tinnerman Canoe Base



Douglas Turner, Roundtable Commissioner

poug2000@yahoo.com

Cindy Donze, Scout Roundtable Staff

cindonze@yahoo.com

Tim Harper, Scout Roundtable Staff

tharper3@neo.rr.com



Buckeye Council Presents:
DEN CHIEF TRAINING



November 6, 2010

@ Faith United Methodist Church: 300 9th St. NW, North Canton

For Den Chiefs and Boy Scouts who want to be Den Chiefs

Join the CUB SCOUT POW WOW 2010 – MISSION KNOT IMPOSSIBLE...the next 100 years!
- for a fun-filled and informative training session that will prepare YOU to Lead the Way into Scouting as a Den Chief.

Learn how to work with Pack leaders and their dens, to develop skills that motivate young Scouts to Do Their Best, and to help prepare Webelo Scouts for Boy Scouting.

Our experienced Trainers will show how YOU can demonstrate leadership within your Troop and encourage Cubs to continue on the Scouting Trail.

Scouts will:

- Be Prepared to work with the Den Leader
- Be Prepared to teach and work with Cub Scouts
- Be Prepared to be an example and open minded to young Cub Scouts

Requirements: Scoutmaster approval; Pre-registration postmarked by October 23, 2010

Den Chief Training ONLY 9am – noon: **NO CHARGE** (lunch **NOT** included).

Cost: Den Chief Training along with lunch & POW WOW Participation:

\$16 per Scout if paid by October 23, 2010

PRE-REGISTRATION REQUIRED: NO LATE REGISTRATIONS OR WALK-INS!

What to Bring: Den Chief Handbook, notepaper, pen/pencil, Scout Spirit

For more information contact Mike Beels at 330-837-0679
Or Jeff Pickett at 1-800-589-9812

Complete this section and return with payment to:
Buckeye Council, BSA, 2301 13th St. NW, Canton, OH 44708

Name: _____ Rank: _____ Troop#/District _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Afternoon Pow Wow Class Choices: **Session 4** _____ **Session 5** _____

Please include the Course Numbers associated with the classes of your choice as found on the POW WOW class schedule if you are paying for the complete day.



Buckeye Council

2010

Camperall

October 15-17

Seven Ranges

REGISTRATION FORM



2010 Buckeye Council Camperall

Registration must be received no later than October 1, 2010

Troop: _____ District: _____

Leader: _____

Phone #: _____ Email: _____

Registration Fee of \$15 per attendee includes all activities, Saturday lunch, a t-shirt and patch.

Return Registration form to:

Buckeye Council
2301 13th Street NW
Canton, OH 44708

Scouts Attending: _____

Adults Attending: _____

Total Attendees: _____

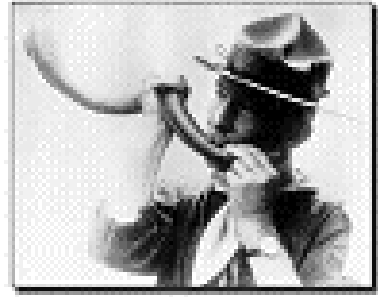
x \$15.00: _____

T- Shirt Sizes: Youth Med _____ Youth Lg _____ Adult Sm _____ Adult Med _____
Adult Lg. _____ Adult XL _____ Adult XXL _____ Adult XXXL _____

Account # 1-6801-819-20

Buckeye Council Presents:

Wood Badge Reunion 2010



Call to action all Wood Badge Alumni, current participants and those interested in Wood Badge! Come join us for food, fun, and fellowship Saturday Oct 16th, 2010 at the Frank G. Hoover Dining Hall at Seven Ranges with an 8:00 am breakfast and fellowship to follow.

The doors will open at 7:30am and breakfast will begin at 8:00am. Please RSVP by Friday October 8th, 4:00pm at the Buckeye Council Office.

Cost will be \$10.00 per person. Which includes breakfast, completed ticket and patch. Proceeds from the reunion will go towards scholarships for Wood Badge.

For those who are interested there will be opportunities to bid on scout memorabilia as well as other items of interest to all. So bring your check books!

Make Checks payable to: Buckeye Council



Send to: Buckeye Council #436

Boy Scouts of America

2301 13th St Nw.

Canton, Oh.44708

1-800-589-9812 or (330) 580-4272

Your Name

Guest Name

Address

City

State

Zip

@

Council Name

E Mail Address

I earned my beads in _____ Course# _____

I am interested in taking a Wood Badge Course



Account: 1-6801-821-20

Buckeye Council
2011 PHILMONT CONTINGENT
Friday, June 17, 2011
To
Thursday, June 30, 2011

Requirements:

**Youth: age 14 (or 13 & Completed 8th grade);
less than 18 on June 30, 2011**

Rank: First Class or higher

Adults: over 21, registered, trained
(1 adult position in each crew may be age 18 – 21)

Subject to medical requirements

Contingent Openings (2 crews):

8 Youth and 4 Adults each

Cost: **\$1,400***

*Subject to transportation expenses

*Personal equipment not included (clothing, sleeping bag, etc.)

*Crew equipment (tents, stoves, etc.) will be provided

Contact:

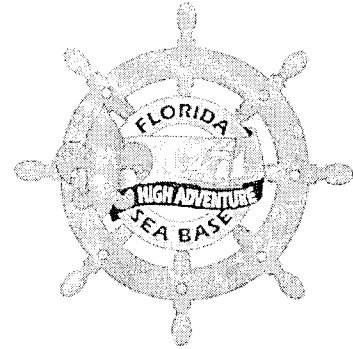
Tony Scarpino, District Executive

330-580-4272 ext. 134

tscarpin@bsamail.org

Attention Scouts & Venturers,

Buckeye Council is offering a great Spring Break opportunity:



The Florida Sea Base Keys Adventure

DATE: Leave Sat. March 26, 2011
Return Fri. April 1, 2011

COST: \$1,300 (contingent upon travel costs)

ELIGIBILITY: age; 14-21 year old, males or females
(Registered Boy Scout or Venturer)

NOTE: only 24 spots are available

CONTACT: Jeff Pickett
jpickett@bsamaa.org

The essence of the Keys Adventure program is to offer as much excitement and variety of activities as possible within a seven-day period

This adventure has the flexibility to include activities that personally interest your crew, such as:

- Night trawling to examine marine life
- A possible overnight on Big Munson Island
- Great boating experiences
- Fabulous fishing opportunities
- Snorkeling some of the best reefs in the country
- Sea kayaking through mangrove islands
- Sailing the beautiful Caribbean
- Visiting Key West, the southernmost point in the continental United States



COMMISSIONER'S BASIC TRAINING

When: Saturday, October 9, 2010
8:00 am to 12:00 noon

Where: Buckeye Council Service Center
2301 13th St. NW
Canton, OH 44708

Cost: \$5.00 Covers Donuts and Materials

8:00 – 8:15 Gather, check-in
8:15 TRAINING BEGINS

This course will give you some basic information on what the job of a unit commissioner is and how to carry out your responsibilities to better serve the units you have been assigned. It is also a prerequisite for the Bachelor of Commissioner Science Degree. (see below)

Bachelor of Commissioner Science Degree (BCS)

Prerequisites• Current registration as a commissioner, including those recently recruited• Completion of commissioner orientation *and* Completion of commissioner basic training

Mark this date on your calendar now!!

The College of Commissioner Science

November 13, 2010

John Knox Presbyterian Church, 5155 Eastlake Street NW, North Canton, OH 44720.

All Three programs will be offered in 2010, **Bachelor of Commissioner Science, the Master's Program and the Doctorate.** A Bachelor of Commissioner Science Degree requires current registration as a commissioner, the completion of Commissioner Basic Training, seven BCS level courses and the approval of management. The Master's Program Prerequisites are Completion of bachelor's degree or have been earned/awarded the Commissioner's Key, Earned Arrowhead Honor and Current registration as a commissioner. Staff members/presenters are volunteer Scouters from the Great Trail Council and Buckeye Council, BSA.

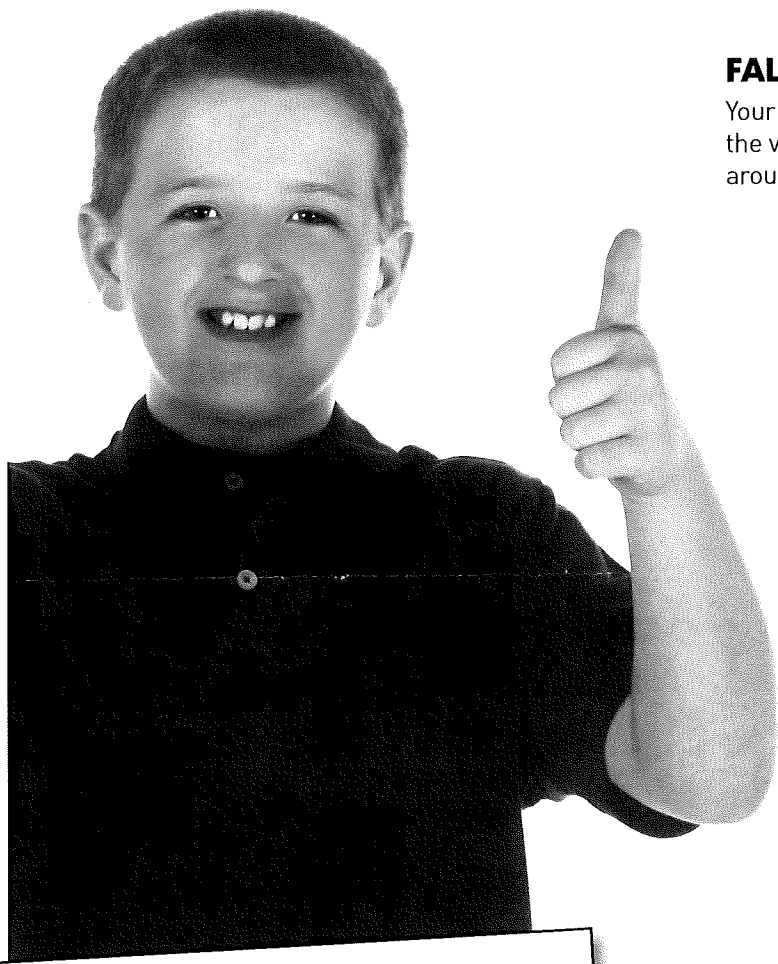
Please R.S.V.P. to Kathleen at the Service Center, phone 330-580-4272 ext. 132; e-mail kaross@bsamail.org or fax 330-580-4283. If you prefer you can return bottom portion of this form.

Name _____ Phone _____
Unit # _____ District _____
\$5.00 enclosed or will pay at the door



CARNEGIE SCIENCE CENTER
One of the four Carnegie Museums of Pittsburgh

Boy Scout Workshops!



FALL 2010 WORKSHOPS FOR BOY SCOUTS

Your Scouts will satisfy portions of requirements for badges, reinforce the value of teamwork, gain invaluable lessons on the science that is around them everyday, and go on adventures that they'll never forget!

Boy Scouts

October 9	Boy Scout Engineering, 1-4 pm
October 16	Boy Scout Oceanography, noon-4 pm
October 23	Boy Scout Chemistry, 9 am-noon
October 30	Boy Scout Engineering, 1-4 pm
November 6	Boy Scout Astronomy, 1-4 pm
November 13	Boy Scout Weather, 9 am-noon Boy Scout Oceanography, 1-5 pm
November 20	Boy Scout Chemistry, 1-4 pm
December 4	Boy Scout Railroading, 1-4 pm
December 11	Boy Scout Engineering, 9 am-noon Boy Scout Astronomy, 1-4 pm
December 18	Boy Scout Chemistry, 1-4 pm Boy Scout Railroading, 9 am-noon

Webelos

October 2	Webelos Engineer, 9 am-noon
October 9	Webelos Geologist, 9 am-noon
October 16	Webelos Scientist, 1-4 pm
November 6	Webelos Engineer, 9 am-noon
November 13	Webelos Geologist, 9 am-noon Webelos Scientist, 1-4 pm
November 20	Webelos Engineer, 9 am-noon Webelos Geologist, 1-4 pm
December 4	Webelos Geologist, 1-4 pm Webelos Scientist, 9 am-noon

Cub Scouts

October 16	Cub Scout Electricity, 9 am-noon
October 30	Cub Scout Space, 9 am-noon
December 11	Cub Scout Weather, 1-4 pm

Visit CarnegieScienceCenter.org to learn about all of our classes and workshops.

Call 412.237.1637 to register for a Boy Scout Adventure today!

Located beside Heinz Field and one of the four Carnegie Museums of Pittsburgh, Carnegie Science Center features:

- ! Hundreds of hands-on exhibits
- ! Three live demonstration theaters
- ! Four-story Omnimax theater
- ! Full-dome, hi-def planetarium
- ! Cold War-era submarine
- ! World-renowned model railroad display
- ! And more!

CarnegieScienceCenter.org

One Allegheny Avenue | Across From Heinz Field | 412.237.3400

BUCKEYE COUNCIL GOOD CAMPER AWARD

THE BUCKEYE COUNCIL GOOD CAMPER AWARD HAS BEEN ESTABLISHED AS A WAY TO RECOGNIZE THOSE SCOUTS AND SCOUTERS WHO EXHIBIT SCOUT SPIRIT WHILE MEETING SPECIFIC CAMPING-RELATED REQUIREMENTS.

THE AWARD IS AN ANNUAL RECOGNITION PROGRAM MONITORED BY THE SCOUTMASTER AND GIVEN TO EACH SCOUT AND SCOUTER IN HONOR OF HIS OR HER DEDICATION TO SCOUTING AND ENTHUSIASM TOWARDS CAMPING.

THE PATCH IS GIVEN AS THE FIRST-YEAR AWARD. THE RECIPIENT WILL BE GIVEN A BOY SCOUT (SERVICE) PIN FOR EACH SUBSEQUENT YEAR IN WHICH HE OR SHE EARNS THE AWARD. THE AWARD IS NOT REQUIRED TO BE WORN ON THE UNIFORM; HOWEVER, IF THE SCOUT OR SCOUTER DESIRES TO DO SO, THE PATCH IS TO BE WORN ON THE RIGHT POCKET WITH THE PIN ATTACHED TO ITS TEEPEE.

EACH SCOUT OR SCOUTER MUST COMPLETE THE FOLLOWING REQUIREMENTS DURING THE STANDARD SCOUTING YEAR (SEPTEMBER 1ST THROUGH AUGUST 31ST) TO BE ELIGIBLE FOR THE AWARD.

- RECITE AND EXPLAIN THE OUTDOOR CODE;
- RECITE AND EXPLAIN THE LEAVE NO TRACE PRINCIPLES;
- CAMP A MINIMUM OF 16 NIGHT WITH, AT LEAST, 5 NIGHTS BEING CONSIDERED AS LONG-TERM CAMPING AND, AT LEAST, 4 NIGHTS SPENT IN ACCORDANCE WITH THE LEAVE NO TRACE PRINCIPLES (THESE MAY BE THE SAME NIGHTS);
- ATTEND, AND PARTICIPATE IN, ONE (1) OF THE BUCKEYE COUNCIL WEEKEND CAMPING PROGRAMS;
- ATTEND, AND PARTICIPATE IN, ONE (1) DISTRICT CAMPING EVENT;
- COMPLETE ONE (1) COMMUNITY SERVICE AND/OR CONSERVATION PROJECT IN ADDITION TO THE GOOD TURN PROJECT REQUIRED FOR THE SUMMER CAMP HONORS PROGRAM; AND
- EXHIBIT GOOD SCOUTING SPIRIT THROUGHOUT THE SCOUTING YEAR.

THE SCOUTMASTER SHOULD KEEP TRACK OF THE SCOUTS OR SCOUTERS' PROGRESS ON THE REVERSE SIDE OF THIS FORM. THE FORM MUST THEN BE SIGNED BY THE SCOUTMASTER AND HIS DISTRICT CAMPING CHAIRMAN (OR COUNCIL REPRESENTATIVE).

	NAME OF	RANK	AWARD	REQUIREMENTS						
	SCOUT / SCOUTER		YEAR	1	2	3	4	5	6	7
1										
2										
3										
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SCOUTMASTER X	TROOP	DATE
CHAIRMAN X	DISTRICT	DATE

Boy Scout Troop
Training Excellence Award
Demonstrating training excellence at the unit level.

Unit must achieve seven of 10 to qualify for this award.
(Five starred [*] items are required, plus two additional items = seven total.)
(For items 5, 6, 7, and 8, an individual may appear on at most 2 items.)

Troop no. _____ Chartered Organization _____

City _____ District _____ Recharter Month _____

Mark yes (Y) or no (N) in the box for each item.

- *1. **Scoutmaster Training.** The Scoutmaster has completed Boy Scout Leader Fast Start Training, Basic Leader Training for Scoutmasters, and Wood Badge Training.
- *2. **Committee Chair training.** The Committee Chair has completed Basic Leader Training for Troop Committee Members.
- *3. **Assistant Scoutmaster Training.** At least 1 Assistant Scoutmaster has completed Boy Scout Leader Fast Start Training and Basic Leader Training for Scoutmasters.
- *4. **National Youth Leadership Training.** The unit sent at least 1 Scout to the week long National Youth Leadership Training.
- *5. **Roundtable Attendance.** The unit sent at least 1 registered adult leader to 8 or more District Roundtables during the past year.
Names: _____
- 6. **Trainer Development Conference.** The unit sent one or more registered adult leaders to the Trainer Development Conference during the past year.
Names: _____
- 7. **Training Staff.** The unit had one or more registered adult leaders on the staff of any district, council, or national training event during the past year.
Names: _____
- 8. **Position-Specific Training.** The unit sent at least 1 registered adult leader to position-specific training during the past year.
Names: _____
- 9. **Baden Powell Institute.** The unit sent at least 10% of registered adult leaders to Baden Powell Institute during the past year.
- 10. **1-day JLT.** The unit conducted the Junior Leader (1-day) training during the past year.

Date Commissioner Scoutmaster

Major Features

- Recognitions are established on the troop charter year.
- Each troop qualifies for the award at the close of its charter year.
- During the charter review meeting, a review is conducted by a council representative, usually a unit or district commissioner, to determine if the troop qualifies for this award.

Recognition

For troops: Training Excellence Award Emblem No. 888619

Interpretation of commitments for the Training Excellence Award

Aim to achieve a “yes” in all 10 commitments. You need seven to qualify for the Training Excellence Award. This includes all of the five starred (*) items plus a minimum of two additional items.

- *1. **Scoutmaster Training.** A Wood Badge trained Scoutmaster is one key to a well-trained Scout Troop. The Scoutmaster must have completed Boy Scout Leader Fast Start Training, Basic Leader Training for Scoutmasters, and Wood Badge Training.
- *2. **Committee Chair training.** The key to a well-functioning Troop Committee is a trained Committee Chair. The Committee Chair has completed Basic Leader Training for Troop Committee Members.
- *3. **Assistant Scoutmaster Training.** At least 1 Assistant Scoutmaster has completed Boy Scout Leader Fast Start Training and Basic Leader Training for Scoutmasters.
- *4. **National Youth Leadership Training.** One key to a well-run troop is the training received by its boy leaders. The unit sent at least 1 Scout to the week long National Youth Leadership Training.
- *5. **Roundtable Attendance.** Monthly District Roundtables are held ten times each year, and provide information on District and Council activities. It is essential that the troop coordinate their planning with the District and Council plans to gain the best benefit. The unit sent at least 1 registered adult leader to 8 or more District Roundtables during the past year.
6. **Trainer Development Conference.** Adult leaders need to practice their training skills on a continuing basis, and need to coordinate the training activities of the registered adults in their troop. The Trainer Developer Conference provides adult leaders with hands on experience in useful training activities. The unit sent one or more registered adult leaders to the Trainer Development Conference during the past year.
7. **Training Staff.** Well-trained adult leaders should prepare the next generation of adult leaders. Participation as a member of the staff of a training event helps prepare other adult leaders for the challenge of leading a troop. The unit had one or more registered adult leaders on the staff of any district, council, or national training event during the past year.
8. **Position-Specific Training.** Prepare the new adult leaders in your unit to support your troop. The unit sent at least 1 registered adult leader to position specific training during the past year.
9. **Baden Powell Institute.** Ongoing education in the fine points of Scouting help the troop overcome the minor obstacles that they encounter. The unit sent at least 10% of registered adults to Baden Powell Institute during the past year.
10. **1-day JLT.** The training of the boy leaders of the troop begins with the Scoutmaster and the one-day Junior Leader training course. This basic training for the boy leaders teaches them their roles in the troop, and how they must work together for the success of the troop. The unit conducted the Junior Leader (1-day) training during the past year.

For items 5, 6, 7, and 8, please list the names of the registered adult leaders who qualify. So that the burden of a well-trained troop is not focused on just a few leaders, the requirements indicate that an individual appear on no more than two (2) items.

Fundraising Policies: National and Council

Only UNITS can do fundraising. Patrols and individuals can NOT fundraise on their own.

Individuals can fundraise for service projects and patrols can fundraise for special needs (camping equipment, trips). Patrols and individuals follow the same guidelines as a unit. The fundraising MUST be done through the unit and earmarked in the unit treasury for the need.

Units do NOT own their treasury, the sponsoring organization owns the treasury as well as all other assets of the unit. If a unit leaves the sponsoring organization, the sponsoring organization must give approval for the treasury and/or the assets to go with them.

To do a fundraiser a unit MUST fill out a "Unit Money Earning Project" form per National guidelines. Must also fill out a "tour permit", unless the fundraiser is being done at the home base per Buckeye Guidelines. Even if the scouts are being brought to the fundraiser by parent/guardian a tour permit must be filled out if not on home base. One adult must be certified in hazardous weather to fill out a tour permit. If these guidelines are not followed the unit will not be covered under BSA insurance, and the unit as well as the sponsoring organization will take on the responsibility in case of personal or property damage.

If your unit is doing a fundraiser that involves the selling of food (pancake breakfast / spaghetti dinner), you must obtain a temporary food license from the Stark County Health Department. They are located at 3951 Convenience Circle NW, Canton (back side of Sears Belden Village off Whipple). You can download the forms at www.starkhealth.org. There are 2 forms 1.) food service license application and 2.) application for a license to conduct a temporary. This cost is \$20.50. The only time a temporary food license may not be needed is if the kitchen is already a licensed kitchen. Ask to see the license, it should be posted in the kitchen. Just to be on the safe side it is recommended to check out the guidelines for safe food handling. It is better to be safe than sorry.

Recommend that these forms be filled out at least 2 weeks before a fundraiser to insure enough time for processing.

Units do not need to fill out this paperwork if the fundraiser is a council sponsored fundraiser (popcorn).

TEMPORARY OPERATIONS

Temporary Retail Food Establishments

Ohio Revised Code defines a temporary retail food establishment as a retail food establishment that is operated at an event for not more than five consecutive days. A retail food establishment means a premises or part of a premises where food, over-the-counter drugs, nutrients designed for use in lieu of pharmaceuticals, and products designed for use as dietary supplements are stored, processed, prepared, manufactured or otherwise held or handled for retail sale.

Temporary Food Service Operation

Ohio Revised Code defines a temporary food service operation as a food service operation that is operated at an event for not more than five consecutive days. A food service operation means a place, location, site or separate area where food is served for a charge or required donation. As used in this division, "served" means a response made to an order for one or more individual portions of food in a form that is edible without washing, cooking or additional preparation and "prepared" means an action that affects a food other than receiving or maintaining it at the temperature at which it was received.

Application

Ohio Law requires that each person or government entity seeking a temporary food service operation license or a temporary retail food establishment license apply for a license. A copy of this application is included in this packet. Please be reminded that this license is only valid:

1. For a single event
2. In one location
3. For a period of not longer than five consecutive days

Per ORC 3717.43 (D) a temporary food license must be obtained prior to the first day of operation or a twenty-five percent penalty will be added to the license fee.

Not more than ten temporary retail food establishment/temporary retail food service operation licenses will be issued per licensing period to the same person or government entity to operate at different events within Stark County. For each particular event, the Stark County Health Department will issue only one temporary retail food establishment/temporary retail food service operation license to the same person or government entity.

General Information

A regular catering food service operation license cannot be substituted for this license.

Each operator must provide a safe and sanitary operation. The enclosed checklist may be used to help you meet this intent.

When your application is approved, the license will be sent to you.

The license must be displayed in a conspicuous and public manner in your operation during the event.

If you have any questions, please contact the Stark County Health Department at (330) 493-9904.

**STARK COUNTY HEALTH DEPARTMENT TEMPORARY
FOOD SERVICE LICENSE APPLICATION**

Please complete this application in as much detail as possible. The approval of your operation depends on the information supplied to us.

1. EVENT:

- A. Name of Event: _____
- B. Location/Directions: _____

- C. Date(s): _____
- D. Serving Time(s): _____
- E. Sponsoring Organization: _____

2. PERSON IN CHARGE OF FOOD SERVICE OPERATION:

This person must be present at the unit and have knowledge of proper food handling, sanitation procedures and use of required equipment.

- A. Name: _____
- B. Address: _____
- C. Telephone (daytime): _____ Home: _____

3. FOOD: (check box or boxes where applicable)

- D. List ALL proposed menu items (be specific): _____

B. Where will these items be purchased? (All food products must come from an approved source)

- Local Grocery Store: _____
- Other Supplier(s): _____

C. Where will these items be prepared? **NO HOME PREPARED FOODS OR ICE. Cream, custard or pumpkin pies are prohibited unless electrical refrigeration units will be used to hold product.**

- On location the day of the event
- At a licensed food service operation: _____
- Other: _____

D. When will these items be prepared?

Food Item	Date	Time

4. FOOD PROTECTION

A. How will the food be kept cold (41°F or lower) at the event and during transportation to the event?

Mechanical refrigeration

Cooler chests

Other (specify): _____

*** MECHANICAL REFRIGERATION MUST BE USED FOR OVERNIGHT STORAGE OF POTENTIAL HAZARDOUS FOODS**

B. How will the food be cooked and/or kept hot (140°F or higher)?

Use crock-pots only for holding foods at 140°F or higher. Do not use to cook foods.

Stove

Charcoal/Gas grills

Electric roasters or skillets

Gas camping stoves

Other (specify): _____

***METAL STEM THERMOMETER MUST BE USED TO MEASURE TEMPERATURES**

5. EQUIPMENT/ HAND WASHING

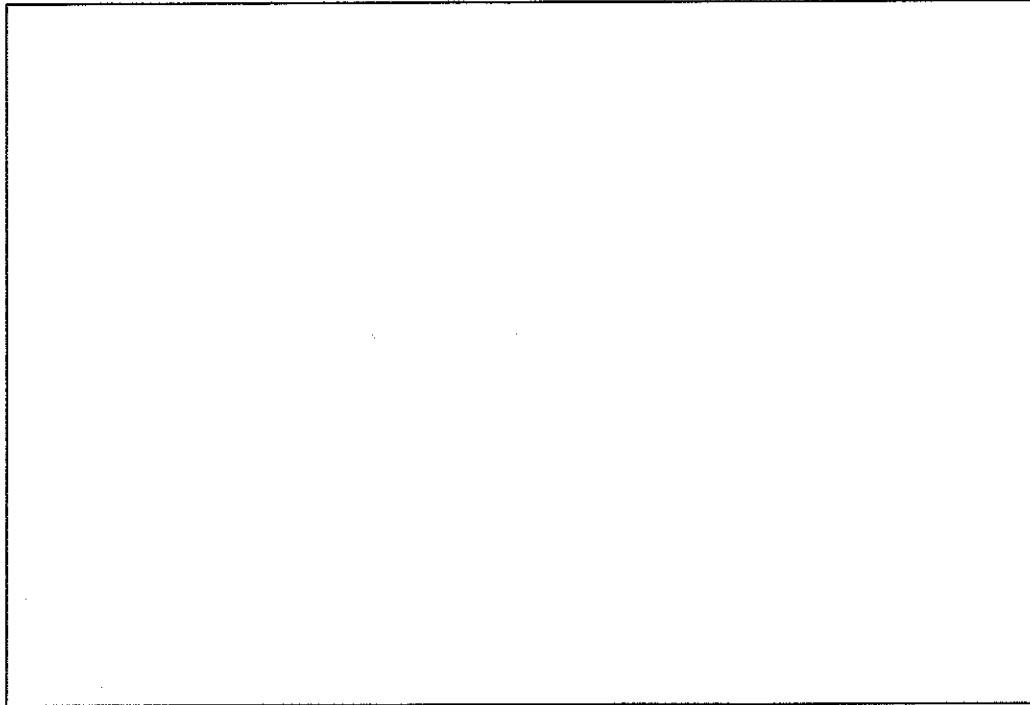
A. Provide a complete explanation of how people working at the sale site will wash their hands. Warm running water, soap and paper towels must be provided. Hand sanitizers are NOT a substitute for hand washing.

B. HOW and WHEN will food equipment be cleaned? Explain by using the wash, rinse, sanitize and air dry method.

C. What type of sanitizer will be used for both equipment and food contact surfaces?

***TEST STRIPS AND COMPARISON CHART FOR CHECKING CHEMICAL SANITIZER STRENGTH MUST BE PROVIDED**

6. TEMPORARY OPERATION FLOOR PLAN DIAGRAM (or provide an attached copy)



Please return this application and fee to:

**STARK COUNTY HEALTH DEPARTMENT
ATTENTION: FOOD SAFETY
3951 Convenience Circle, NW
Canton, OH 44718-2660
Phone: (330) 493-9904
Fax: (330) 493-9920**

Application for a License to Conduct a Temporary: (check only one)

Instructions:

- Food Service Operation
 Retail Food Establishment

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to:
4. Return check and signed application to:

Before license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of temporary food facility		
Location of event		
Address of event		
City	State	ZIP
Start date	End date	Operation time(s)
Name of license holder		Phone number
Address of license holder		
City	State	ZIP
List all foods being served/sold		

<i>I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:</i>	
Signature	Date

Licensors to complete below

Valid date(s)	License fee:
---------------	--------------

Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.

STARK COUNTY HEALTH DEPARTMENT

TEMPORARY OPERATION FOOD

HANDLING GUIDELINES

All temporary food vendors must be licensed and inspected by our department. The license application, fee and information sheet should be returned to the health department two weeks prior to the event. **Please note: If a license for a temporary food service is not obtained prior to starting operations at an event, a 25% penalty is required to be added to the license fee.**

Minimum requirements for operators who wish to prepare and serve food under the "Temporary Food Service Operation" license

It is important that all food vendors understand proper food handling procedures and proper sanitation methods. This is especially true for those persons who have not worked in the food service industry. By contacting the health department prior to the event, the inspector can answer any questions the vendor may have.

All foods must be prepared and served from a licensed location. Foods cannot be made at home unless it is licensed and inspected. It is important that all food vendors adhere to this regulation to prevent food borne illness. Any concessions not meeting the requirements of the health department will not be allowed to operate.

EQUIPMENT AND UTENSILS

A three-compartment sink system must be provided for washing, rinsing and sanitizing equipment and utensils. The containers must be food-grade and large enough for the biggest piece of equipment.

An approved sanitizer must be used with the three-compartment system. A compatible test kit must be used to test the strength of the sanitizer.

- Chlorine: 50 ppm
- Quaternary Ammonium: 200 ppm
- Iodine: 12.5 ppm

Wiping cloths must be provided and stored in a container of sanitizing solution for food contact surfaces and for cleaning spills. These wiping cloths must be provided at all times.

HAND WASHING

A hand washing facility must be provided, including flowing warm water, soap and paper towels (Example: a large cooler with a spout labeled "Hand Wash Only" and a container beneath it to catch the waste water). Hands must be washed after smoking, eating or drinking, using toilet facilities or anytime the hands become soiled. Hand sanitizers may not be used as a substitute for hand washing. Hands must also be washed after changing gloves.

WATER SUPPLY

There must be a safe and adequate supply of water that is protected by a backflow prevention device (ASSE 1012 or 1024). The water supply for food vendors must be separate from the water supply for livestock areas. Water line hoses must be food approved. Water storage containers must be food approved and have food approved liners. These may be purchased through your local camping/RV store.

FOOD

All food must be from an approved source. **Homemade foods are prohibited.** All foods must be prepared in a licensed facility.

FOOD LABELING

Food packaged in a temporary food service operation or temporary retail food establishment shall be labeled. Label shall include:

- Common name of food
- Complete list of ingredients
- Flavor or chemical preservatives
- Weight of contents
- Name and address of manufacturer, packer or distributor

WORK SURFACES

Easily cleanable, non-absorbent counter tops must be used in the food preparation and food serving areas.

TEMPERATURES/THERMOMETERS

A product thermometer must be provided for checking the internal temperature of all potentially hazardous foods (0 – 220°F). Cold foods must be at 41°F or below and hot foods must be at 140°F or above to limit bacterial growth. Foods in transit must also meet these temperature requirements.

A thermometer must be provided in all refrigeration units and ice chests to monitor the temperatures, which must be 41°F or below.

Mechanical refrigeration must be used for overnight storage of potentially hazardous foods.

All potentially hazardous foods must be cooked to an internal temperature of:

- 145°F or higher for 15 seconds for raw shell eggs, beef steaks, veal, molluscan shell fish and fish.
- 155°F or higher for 15 seconds for ground beef and other ground meats or fish.
- 165°F or higher for 15 seconds for poultry, stuffed fish, stuffed meat, stuffed pasta, stuffed poultry and stuffed ratites.

FOOD PROTECTION

All food on display or on the serving counter including condiments must be covered to protect them from contamination.

Thawing of foods must be completed ahead of time under mechanical refrigeration and then the food must be stored in a refrigerator or in an ice chest with a drain.

All foods, utensils and equipment must be stored at least 6" off the ground and be protected from dust and insects.

All raw fruits and vegetables must be thoroughly washed in water before being served, cut or combined with other ingredients.

Perishable leftovers stored in ice chests may not be served the following day.

Ice intended for consumption must be protected from contamination and must be stored separately from ice used for cold holding purposes.

Dispensing utensils must be stored in the food with the clean, dry handle extended out of the food, in a dipper well or in water that is 41°F or below or 140°F or above to limit bacterial growth.

PERSONNEL

Smoking is not permitted in the food booth. Hands must be washed after smoking and before returning to work in the food booth.

Food handlers shall wear clean outer garments.

All employees must report illnesses to the person-in-charge and no ill employees are permitted to work in the food service operation.

Only those persons working in the food booth are allowed in the food booth or behind it.

Hair restraints are required for all food handlers.

No bare hand contact of ready-to-eat or cooked foods is permitted. Employees must wear disposable gloves or use utensils or deli tissue.

GARBAGE AND REFUSE

Covered, leak proof garbage cans must be provided for each booth.

LIGHTING

Adequate lighting must be provided over all working surfaces and all lights must be shatterproof or have light shields.

ANIMAL CONTROL

Live animals shall be excluded from within the food service operation.

CHEMICALS

Avoid use of insecticides and hazardous chemicals. Store necessary chemicals separately from food or food contact surfaces.

TEMPORARY FOOD SERVICE PRE-LICENSING CHECKLIST

- Product Thermometer (0-220°F)
- Refrigerator Thermometers (including stock and supply trucks)
- Soap and paper towels (hand wash sink)
- Sanitizer (3-compartment sink)
- Sanitizer test strips
- Backflow prevention Device (ASSE 1012 or 1024)
- Hot water tank and pressure relief valve drain extension
- Potable water hoses
- Grey water hoses and/or portable holding tank (Blue Boy)
- Floors and ceiling in good repair and easily cleanable
- Light shields (with end caps)
- CO2/Pressurized tanks secured
- Food Choking Poster
- Hair Restraints
- Gloves
- Sanitizer wiping cloth buckets

Equipment:

- Refrigerators (commercial or label applied to domestic unit)
- Ice scoop
- Trash receptacle with lid
- Tubs or buckets for utensil washing and cooler for hand washing
- Utensils in good repair
- Raw wood sealed

Pertinent Information Needed by the Stark County Health Department:

- Equipment/Operation layout
- Menu
- Structural/Facility notes (i.e. stock/supply trucks, grills used to cook outdoors, equipment used)
- Food handling procedures

Roundtable Survey

Thank you for taking the time to attend the monthly Hetuck District Roundtable meeting. We would like to take this moment to get to know you and find out more about your needs. Your suggestions will help us to provide a better program to you in the future! - RT Committee

Name _____ Unit _____

Current Scouting Position/Committee Positions _____

Training Taken _____

Why do you attend Roundtable? _____

What would you like to get out of Roundtable? What kinds of things would you like to see us do?

Would you be willing to help out if asked? (do a demo, be a speaker, etc...) _____

