

Cookout Checklist

ONE MONTH BEFORE COOKOUT:

1. Choose date, time, and location.
 - a. Date: consider pay days, end of field exercises, battery maintenance time
 - b. Time: Lunch for Soldiers is from 11:30 – 1:00 p.m.
 - c. Location: Outside Motor Pool area, battery area, other
 - d. Determine who the food handlers will be and ensure that they have attended the Preventive Medicine Food Handlers Class. The course is available online at www.sill-mwr.com. The FRG leader should retain copies of each certificate.
2. Obtain FRG Fundraiser Approval: Call your BDE/BN FRSA to get started.
 - a. Fill out **FRG Fundraiser Request Form**: USAFACFS 608-2; appendix C
 - b. Request should start with Battery Commander and proceed up the chain of command.
 - c. Must be turned in 30 working days before event.
3. Reserve grill. Call Outdoor Rec at 442-
4. Plan for obtaining all materials needed.
 - a. OPTION: Ask for donations from P/X and commissary. You may not go off post to solicit donations.
 - i. You may obtain a donation letter from commander.
 - ii. Enlist help from volunteers.
 - b. OPTION: Ask for contributions from Soldiers, family members, other.
 - i. Group One: hamburger patties and buns
 - ii. Group Two: hot dogs and buns
 - iii. Group Three: large bag of chips, various flavors
 - iv. Group Four: 12 pack of soda, variety
 - c. OPTION: FRG funds all supplies.
 - i. Hold a vote at FRG meeting to ensure membership approval.
5. Advertise with flyers and announce at formations and FRG meetings.

TWO WEEKS BEFORE COOKOUT:

1. Locate refrigerator space for hot dogs, condiments, and bread.
2. Locate freezer space for hamburger patties.
3. Ask Soldiers/spouses to contribute individually wrapped baked goods to sell. Use FRG Phone Tree.
4. ADVERTISE!
 - d. Place color flyers or posters in each battery orderly room. Be sure to clear with Commander first.
 - e. Place in Battalion area.
 - f. Encourage Soldiers to advertise by word-of-mouth.

ONE WEEK BEFORE COOKOUT:

1. Use FRG phone tree to remind everyone of the event.
2. Reminder announcements to Soldiers in formation.
3. Purchase all items. Collect in FRG closet or Battery Orderly Room.
4. Make sure all items are ready.
 - a. 4 tables
 - b. 4 table covers
 - c. 8 folding chairs
 - d. Tent, if necessary
5. Make posters or flyers with suggested donation information.
 - a. Hamburger with chips, \$1.50
 - b. Hot Dog with chips, \$1.00
 - c. Sodas, 50¢ each
 - d. Desserts, 25¢ each

COOK-OUT DAY

1. Deliver grill, charcoal, lighter fluid, and lighter (or matches).
2. Begin heating charcoals.
3. Determine who will be in charge of the grill – one person.
4. Determine who will cook the food – up to five people.
5. Set up tables, cover with table covers.
6. Tape table covers under tables
7. Display price flyers or posters.
8. Fill cooler with ice; begin cooling sodas.
9. Display in order: plates & napkins, bread, meats, condiments, chips, desserts, cups, ice, sodas.
10. Determine who will be in charge of the cash box – one person ONLY.
11. Meet with all volunteer spouses. Explain set-up and what they can do. Have a job for everyone! Be specific and encouraging.

AFTER COOKOUT:

1. Send personal thank-you note to every Soldier and spouse who volunteered.
2. Record and turn in ALL volunteer hours.
3. Place an “update” in the FRG newsletter that tells the positive things about the cookout – how much money was raised, what the money will be used for, and a public thank you to ALL Soldiers and spouses who volunteered (list by name). (**NOTE: Adding a personal touch – like how PFC Smith ate as many hot dogs as he cooked – is a fun way to get the attention of your readers.)

LIST OF THINGS TO TAKE TO THE COOKOUT:

- Fundraiser Approval Form
- grill
- charcoal, lighter fluid, lighter or matches
- cash box with \$50.00 change (quarters and dollar bills, especially)
- hot dogs, 100
- buns, 100
- hamburgers, 120
- buns, 120
- salt and pepper shakers for hamburger meat
- mustard, 2 large
- mayonnaise, 1 extra large
- plastic knives for spreading mayonnaise
- ketchup, 2 large
- relish, 1 extra large
- spoons for relish
- pickles, 1 extra large
- bread & butter pickles, 1 extra large
- forks for pickles
- cheese, 72 slices
- chopped onions, in Ziploc baggie
- sodas, 200
- cooler
- ice
- tables, 4
- table covers, 4
- poster with prices
- plates, 200
- napkins, 200
- utensils – spatula, fork, tongs
- Ziploc baggies
- plastic knife
- large trash bags
- baked goods
- scissors, heavy-duty tape, waterproof markers

** Note: this document adapted from a list created by Traci Cook