

BSA Troop 228 – Troop Mobilization Report

Instructions:

- 1) **Don't lose this sheet!** It will be used to document your participation in a troop mobilization, which is a requirement for the Emergency Preparedness Merit Badge. (You may make copies, as necessary.)
- 2) When you receive a mobilization call, fill out the **Incoming** portion of the form.
- 3) Ask an adult to sign the form, including the date and time of their signature.
(We are trying to determine of how long it takes to pass information and mobilize the troop.)
- 4) If you are supposed to relay the message to others, fill out an **Outgoing** section for each person you are supposed to call. Write their name and phone # on the "Call Placed To" line.
- 5) When you call, **leave a message!** Note the name of the person who took the message. (If you leave the message on an answering machine, write "machine" on the Person Reached line.) Check the YES box once you leave the message, and note the time and date you called.
- 6) If you are unable to get an answer, try again later. After 3 tries, mark the NO box.
- 7) Bring this form with you to the next troop meeting. Turn it in to Mr. Jaeb or Mr. Burt, so we can build a history of how well the mobilization worked.

Incoming:

Your Name: _____ Your Patrol & Position: _____

Call Received From: _____ Time & Date Message Rec'd: _____

Message / Instructions: _____

Signoff (w/ Time & Date): _____

Outgoing:

Call Placed to: _____ Time & Date Call Placed: _____ Person Reached: _____ Message Relayed: <input type="checkbox"/> YES <input type="checkbox"/> NO	Call Placed to: _____ Time & Date Call Placed: _____ Person Reached: _____ Message Relayed: <input type="checkbox"/> YES <input type="checkbox"/> NO
Call Placed to: _____ Time & Date Call Placed: _____ Person Reached: _____ Message Relayed: <input type="checkbox"/> YES <input type="checkbox"/> NO	Call Placed to: _____ Time & Date Call Placed: _____ Person Reached: _____ Message Relayed: <input type="checkbox"/> YES <input type="checkbox"/> NO
Call Placed to: _____ Time & Date Call Placed: _____ Person Reached: _____ Message Relayed: <input type="checkbox"/> YES <input type="checkbox"/> NO	Call Placed to: _____ Time & Date Call Placed: _____ Person Reached: _____ Message Relayed: <input type="checkbox"/> YES <input type="checkbox"/> NO
Call Placed to: _____ Time & Date Call Placed: _____ Person Reached: _____ Message Relayed: <input type="checkbox"/> YES <input type="checkbox"/> NO	Call Placed to: _____ Time & Date Call Placed: _____ Person Reached: _____ Message Relayed: <input type="checkbox"/> YES <input type="checkbox"/> NO