

## To Skipper, Crew & Drivers, **SIGN-UP & PROCEDURE FOR RESPONDING TO BOAT TRIP E-MAILS**

At the Bi-Monthly General Meetings, I will have Sign-up Sheets for Skippers, Crew & Drivers.

PRINT, when signing up, **First/Last Name**, phone number & names of guests, if you have any.

**Skippers**, please indicate how many Crew, you can accommodate on your boat(not counting, Skipper & 1st Mate).





**Approximately**, approximately, 10 day prior to each trip, I will send an e-mail, asking **EVERYONE**, if you are **STILL** able to go. I will also ask those, that did **NOT** have an opportunity to Sign-up, if they would like to go.

Please **RESPOND BEFORE** the day & date indicated.

At that time, I will set-up the Boating Roster & send it to the Skippers & Drivers only.

**Skippers**, you are to contact your Crew and let them know the **time & place** to board your boat. **Skippers**, in contacting crew, please let them know **who you are**, where they are to board and the time to **PROMPTLY** meet, at a MINIMUM of 15 minutes, if not earlier, prior to departure.

**Skippers & Drivers** are to contact me, to **CONFIRM** how many are going, as soon as possible, prior to the date indicated, so I can give the restaurant the total attending.

**PLEASE ALWAYS INCLUDE YOUR PHONE NUMBER**    

Thank you,

Bob Purrone

Rear Commodore

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**GOOD WEATHER & SAFE BOATING**