

Month	Task	TimeFrame
January	check out all equipment - repair as needed	early
January	get all archery equipment to Brigade	all sessions
January	identify Range commander for each session	all sessions
January	identify equipment needed for next year	each session
January	Help encourage parents to be instructors & leaders	each session
January	Encourage older youth to be youth leaders	each session
February	Get ribbons and score sheets and registration sheets for Mock shoot	Before mock shoot
February	get participation ribbons from Fair Coordinator	Before mock shoot
March	Get all archery equipment to Critters on scheduled dates	as scheduled
April	get equipment needed costs to Coordinator for buget	early
July	order equipment for next year	early
July	get equipment to Camp Archery leader	as scheduled
July	Repair any equipment which was damaged at camp	Before Fair
August	get equipment to Fair Coordinator	early
August	Confirm vests have been washed and fixed	After Fair
August	Repair any equipment which was damaged at fair	After Fair