

Supply Clerk SOP

Supply Clerk deals with the effective budgeting, purchasing, and distribution of bottled water, snacks, and coffee supplies to multiple other departments. The goal of this department is to provide to as many departments as possible while remaining within budget by purchasing in bulk and breaking up supplies.

This document contains the standard operating procedures for the department and guidelines for maintaining organization. Not everything can be planned for and what is available and needed changes year to year, the department head will need to exercise their best judgment in these gray areas.

Important Notes:

The nearest big box warehouse to the site is the Sam's Club at 6080 US-98, Hattiesburg, MS, making a Sam's Club Membership a practical requirement.

It is extremely important when budgeting for snacks to pay closer attention to the price-per-unit than the prices of whole containers. At the time of writing most snacks were purchased for 25-40 cents per unit or less.

While getting an advance from the GW Exchequer is possible, reimbursement is often easier and faster. However much of the department's \$2000 budget can be spent in three or fewer transactions immediately before war. You should be aware and plan accordingly.

All food and water purchased, with the exception of coffee grounds, sugar, and non-dairy creamer must be individually packaged.

All food and water purchased using SCA funds is for departments, volunteers, and anyone who asks. It cannot be restricted to select groups or taken and hidden in personal camps. Anyone who does this should be asked politely to stop and reported to the Autocrat(s) in repeat offense or in your after war report.

Inter Year:

Make contact with the Autocrat(s) to confirm your position and discuss any alterations to your responsibilities.

Ensure you have access to relevant staff groups or message boards so you can keep up to date and be available to contact by other staff members.

Contact the GW Webminister to have the department email(Supplyclerk@gulfwars.org) transferred to you.

Submit your details for the Early On list along with anyone supporting the department and ride along travelers. One or two people capable of lifting and moving 45 lbs repeatedly should be sufficient.

Access to a truck and/or trailer can be vital for transporting the cases of water to site. Consider your vehicle's weight limitations as the water can weigh as much as 2000 lbs, you may need to take multiple trips.

Create a new spreadsheet by copying the template provided in the Google Drive of the department email. Use this to fill out a list of what supplies are being requested by each department as you're contacted or make contact with them. This will be important for distribution on site.

Before War:

Make a post in the relevant staff group at least three months before war and again near the start of January asking other department heads for their food and water requests and informing them of what place and times you plan to distribute supplies. Requests should be taken within consideration of reasonability and budget, you must be polite yet extremely firm with the fact that substitutions will happen. Requests for extremely specific items, such as particular brands of snacks or bottled water, are almost impossible to fulfill.

The seven departments receiving the bulk of the supplies for war are Newcomers Point, Equestrian, Performing Arts, Ren Village, Sanitation, Troll, and Watch. If any of these departments don't contact you with requests by February contact them by their staff emails or attempt to get ahold of them on the relevant staff groups or message boards.

During the lead up to war and planning phases it is important to keep in mind the seasonal weather of south Mississippi and plan for possible heat waves or intense storms with high humidity. Particularly hot wars necessitate additional bottled water supplies, though more can be purchased mid war this is not ideal.

It's also a good idea to keep up with whether attendance is going to be high or low any given year and plan to dial up or down supplies by a few cases over all. Checking pre-registration numbers is a good metric, while if Gulf Wars is out of sync with the local spring break as it tends to be every few years is another.

Contact one of the departments at Five Points to see if you can temporarily use their facilities on Thursday and Friday before war. If weather permits distribution can be done in any open area near Five Points, but a simple walled tent is secure enough for the supplies overnight.

Newcomer's Point's tent is usually empty until Saturday and Volunteer Point usually has extra space if you're willing to stay out of their way.

You should be sure to print out a copy of your finalized spreadsheet if at all possible or write down detailed notes to ensure you have a list of not only the supply totals to purchase, but also which individual departments receive what.

You should plan to arrive on site Thursday or very early Friday and go shopping no later than Friday. While you can manage to distribute supplies as late as Sunday, this can be disruptive and dangerous with traffic. Many departments like Watch and Troll also go into full operation very early into war and should be prioritized.

Purchasing Supplies:

Place an online order with the Sam's Club in Hattiesburg for at least the number of cases of water you know you'll need and any other supplies you choose to. Schedule it for pickup Thursday or Friday before war and when you arrive speak with the pickup counter and they will have you drive around back to have the water loaded with a forklift. If you're driving a trailer it is imperative for the water to be placed over the axles and towards the tongue of the trailer and as much of the water as is possible moved inside the towing vehicle itself by hand.

Shopping should be done Thursday or Friday and you should prepare to bring multiple vehicles(a large pickup truck and SUV is sufficient) or take multiple trips between the site and Hattiesburg. Anything you chose not to prearrange pickup for should be picked and purchased at this time. If you only arranged for the water to be picked up ahead of time you would need two or three flatbed carts to carry all of the items.

Troll, Watch, and Sanitation have a special entry for coffee and related supplies. This typically includes a large non-dairy creamer for each, one large tin or bag of coffee each for Troll and Sanitation and two for Watch, a large case of coffee stir-sticks to be divided between departments, a case of small paper or foam cups(8oz, cheapest available) to be divided between departments, a 1lb bag of sugar for each department, boxes of at least two different kinds of artificial sweetener packets(blue, yellow, or pink) roughly 500 packets per department, and two gallons of distilled water for each department. The sugar, sweeteners, and gallons of water are often easier and cheaper to be found at the Walmart next door to the Sam's Club.

Page School receives some additional cases of water as short 8oz bottles instead of the normal 16.9oz bottles.

Distribution:

Once the water and food has been purchased and brought to the site you should reference your spreadsheet to determine what supplies can be immediately dropped off to various departments

and to store the remaining supplies for replenishment during the week. Also, be mindful of where and how much water you unload at this point to avoid having to move it multiple times. Stopping at Troll to drop off their supplies first on your way in can also save you a trip back off site later.

Depending on your timing and how many people you have to assist you, you may be able to request to use a Golf Cart from Watch. Please be mindful of returning the Golf Cart as quickly as possible.

Saturday evening you should attend the staff meeting held at the main hall. This is a good time to announce any delays or changes in your plans or distribution, especially for weather. You can also use this as an opportunity to speak with the department heads who haven't yet picked up their supplies and arrange what times you'll be available to meet with them.

At War:

During the War a location will be provided for storage of extra snacks and water to be distributed throughout the week. Communicate the location and open store hours for department heads to pick up further supplies. Additionally, there may be instances in which department heads are unable to pick up further supplies themselves, please schedule a time each day for deliveries and borrow a Golf Cart for this from Watch. When distributing snacks please provide a variety of options to each department in a reusable shopping bag and do not open multiple boxes of the same type of snack. In extreme cases you may even need to make a return trip to Hattiesburg for additional supplies, this is most common with water in unexpectedly hot wars. Simply running out of a particular flavor of chip or cookie isn't an appropriate reason for an additional supply run.

At the end of war any cases of water or boxes of snacks can usually be donated to one of the food pantries in association with the event. In the case of very small amounts they may simply be taken home by individuals. In the case of an abundance of supplies due to a canceled war or other unusual conditions unopened cases of water and unopened boxes of snacks can be returned for full refunds at Sam's Club.

Baseline Supplies:

- Artisan's Row: 1 Water, 1 of any snack,
- Combat Archery/Live Weapons: 1 Water, 1 of any snack,
- Equestrian: 3 Waters, 6 of various snacks,
- European Dance: 1 Water, 1 of any snack,
- Gambit Foundry: 2 Waters,
- Herald's Point: 1 Water, 3 of various snacks,
- Merchant: 1 Water, 1 of any snack,

- Newcommer's Point: 2 Waters, 3 of various snacks,
- Performing Arts: 2 Water, 2 of any snack,
- Ren Village: 4 Waters, 8 of various snacks,
- Sanitation: 3 Waters, 6 of various snacks, Coffee supplies,
- Scribe's Point: 1 Water, 1 of any snack,
- Traffic: 1 Water, 1 of any snack,
- Transportation: 3 Waters, 2 of various snacks,
- Troll: 2 Waters, 10 of various snacks, Coffee supplies,
- Watch: 8 Waters, 12 of various snacks, Coffee supplies

These numbers are a basic guideline for the minimal supplies you can fall back on in case the spreadsheet information is lost for any reason or you're unable to contact a department head. Most departments will request and consume more than the amounts listed if given it, but shouldn't be cut below this level.