

Range Officer Report

Date

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Enclosed

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Range Officer

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Instructions

At the start of the night, record the date, the discipline being shot, the ROs on duty (noting if any are late or do not arrive). Record the float left to you in the cashbox. Record what types of ammunition you brought and how many of each type. For air rifle, just note the number of tins of pellets brought.

For each detail, record the shooters' names and member numbers. If they are new members, write 'new' in the member number column.

Record the amount and type of ammunition issued to each shooter, allowing space for any additional ammunition they might request during a detail. Note the ammunition type with an initial of the type, e.g. EM for Eley Match, W for Winchester, etc.

DO NOT record the amount of ammunition used until the detail is completed.

Record the amount of cash paid only when it is paid, and if credit is used, ensure that you make the entry in the correct column.

Any notes specific to that detail (e.g. No-Shows, New members, etc.) are to be recorded in the Remarks column.

At the end of the night, total the Ammunition Used and Cash columns. Verify that the crosschecks at the bottom of the report all tally, and then work out the amount Enclosed after deducting a Float for the following night. Leave at least ten pounds in assorted change for the next night, and record how much you leave in the appropriate spot at the top of the Report.

Finally, record the date and amount Enclosed in the appropriate spots on this side of the Report, sign it, fold along the foldmarks and place in a moneybag along with the cash. This moneybag is to be left in the locker in the Security Office in Front Arch for the C.R.O. and Treasurer to process.