Range Committee Training

Key Swap Officers

Assist with Key Swaps & RR&S Classes

Range Committee Training

The lock on the gate is changed the first day of Key Swap – usually the 2nd Saturday in January

JANUARY 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

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Range Committee Training

January Key Swaps

❖ Usually 2nd, 3rd, & 4th Saturday & Sunday in January

❖ Because of RR&S requirements, most days begin with a RR&S class, followed by a key swap after RR&S Class

Range Committee Training

January Key Swaps

❖ 3 Key Swap Stations

❖ Stations are set up near the western wall of the Post

Range Committee Training

January Key Swaps

1st Station

❖ Pulls preprinted receipt form for a current key holder from notebook

❖ For Post members, verifies dues paid for current year

❖ Marks page with "P" to indicate dues paid

Range Committee Training

January Key Swaps

1st Station

❖ Liability Agreement checker and/or witness

❖ Marks page with "L" in indicate LA signed & witnessed

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January Key Swaps

2nd Station

❖ For new key, Key Application form verification

❖Asks person to verify information on the preprinted form

Range Committee Training

January Key Swaps

2nd Station

❖Verify the persons key number with the one on the form

❖DoSC Rifle Raffle sales (when available)

Range Committee Training

January Key Swaps

3rd Station

❖ Takes preprinted form & old key. Or

❖ Takes new key application form

Range Committee Training

January Key Swaps

3rd Station

❖ Verifies key number on form with key in hand

❖ For Post members
- ✓ no fee, if current years dues is paid
- ✓ records new key number on form
- ✓ issues a new key

Range Committee Training

January Key Swaps

3rd Station

❖ For non-Post members
- ✓ requests current fee amount
- ✓ makes change if necessary
- ✓ records new key number on form
- ✓ issues a new key

Range Committee Training

January Key Swaps

3rd Station

❖ Signs the form
❖ If paid by check, write check number on form
❖ Stores forms for record update
❖ Goes on to next person in line