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CAMP WAUPACA

INSTRUCTIONS
CLOSING OF CAMP

GENERAL:

CAMP CLOSES FOR STAFF ON SATURDAY, AUGUST 17TH. AFTER LUNCH--APPROXIMATELY 1:30 P.M. MEALS WILL BE SERVED UP TO LUNCH.

SOME STAFF WILL BE ASKED TO RETURN ON THE BUS ON FRIDAY, AUGUST 16TH. THEY ARE TO TAKE THEIR LUGGAGE WITH THEM. IF ASSIGNED TO THE BUS STAFF, THEY MUST REMAIN UNTIL ALL CAMPERS HAVE BEEN CALLED FOR BY THEIR PARENTS. IT IS IMPORTANT TO CHECK THE BUS TO MAKE CERTAIN ALL BELONGINGS HAVE BEEN REMOVED, ESPECIALLY CAMERAS AND YEARBOOKS.

STAFF SHOULD NOT SIT TOGETHER ON THE BUS. SEPARATE IN ORDER TO MAINTAIN SUPERVISION. A SNACK WILL BE ON THE BUS. DISTRIBUTE WHEN YOU HAVE BEEN EN ROUTE FOR ONE HOUR AND A HALF.

EQUIPMENT:

YOU ARE RESPONSIBLE FOR CLOSING YOUR AREA. TAKE AN INVENTORY (FORMS ARE IN THE OFFICE.) ALL EQUIPMENT IS TO BROUGHT TO ASSIGNED AREAS AFTER THE CAMPERS HAVE GONE. COUNSELLORS LEAVING ON THE BUS WILL ASK ONE OF THE STAFF REMAINING TO CLOSE OUT THEIR AREAS. THE INVENTORY IS IMPORTANT.

CABINS:

CABINS MUST BE SWEEPED CLEAN. THE PLASTIC MATTRESSES WILL REMAIN ON THE BEDS. CLOTH MATTRESSES WILL BE STORED IN A CABIN THAT WILL BE SELECTED ON FRIDAY. WASHROOMS MUST ALSO BE CLEANED. ALL PAPERS (GARBAGE) MUST BE THROWN IN TRASH BARRELS. PICK UP WILL BE ON SATURDAY.

MAKE CERTAIN ALL WINDOWS ARE CLOSED. HEATERS ARE TO BE TURNED OFF.

CLOTHING:

MAKE CERTAIN THE CAMPERS HAVE TAKEN ALL THEIR BELONGINGS. BEFORE THE CAMPERS LEAVE, MAKE A CHECK OF THE CABINS BOTH INSIDE AND OUT. OFTEN THEY LEAVE ARTICLES BEHIND.

LAUNDRY:

THE LAUNDRY WILL RETURN ON FRIDAY THE 16TH. THIS IS THE LAST THING THEY WILL PLACE IN THEIR FOOTLOCKERS.

FOOTLOCKERS:

THURSDAY AFTER THE WAR THE FOOTLOCKERS CAN BE REMOVED FROM THE REC. HALL. PLEASE HAVE TWO BOYS CARRY A FOOTLOCKER. BE CAREFUL THAT NO ONE GETS HURT IN REMOVING THE TOP LOCKERS. COUNSELLORS MUST ACCOMPANY THEIR CAMPERS TO THE REC. HALL TO REMOVE THE FOOTLOCKERS.

(OVER)

FOOTLOCKERS ARE TO BE PACKED BY THE COUNSELLORS. WE DO NOT WANT CLOTHES THROWN IN. MAKE CERTAIN THE FOOTLOCKERS AND DUFFLE BAGS HAVE THE BOYS' NAME AND ADDRESS. WE HAVE EXTRA TAGS IN THE OFFICE TO BE ADDRESSED. THE SAME THING FOR SLEEPING BAGS, UNLESS THE CAMPERS WILL BE TAKING THEM ON THE BUS.

FINAL DRESS:

BOYS ARE TO CHANGE BEFORE GOING ON THE BUS. CLEAN CLOTHES SHOULD BE ON THE BED--THEY ARE TO CHANGE AFTER LUNCH. CLOSE THEIR FOOTLOCKERS AND WITH THE HELP OF STAFF BRING THEM TO THE SIDE OF THE FIELD SHACK TOWARDS THE MESS HALL. AGAIN, PLEASE TAKE A CHECK TO MAKE CERTAIN THEY ARE PROPERLY LABELED AND THE ADDRESS IS LEGIBLE.

SOME FOOTLOCKERS THAT ARE GOING ON THE BUS SHOULD BE PLACED OPPOSITE SIDE OF ROAD FROM FIELD HOUSE

KEYS:

KEYS CAN BE PICKED UP AT THE OFFICE. COUNSELLORS SHOULD HOLD ON TO THEM. BOYS USUALLY LOSE THEM A FEW MINUTES AFTER THEY HAVE BEEN DISTRIBUTED.