

Mountain Magic Participant Check-in / Guest Services Committee

Committee Description 2014: Purchase check-in folders (back to school sales). Assemble participant and instructor check-in packets; staff participant check-in stations Friday night for weekend campers and Saturday morning for day-only attendees (includes collecting class fees). Staff a “welcome committee” for Friday and Saturday AM; answer general questions from participants, create and distribute “pocket” maps for newbies, and wear identifiable aprons. Manage and coordinate the freebie table. Purchase nametags (holders – inserts come from Registration). Requires early arrival Friday and “open” schedule and/or restricted activities Friday night and early Sat. AM!

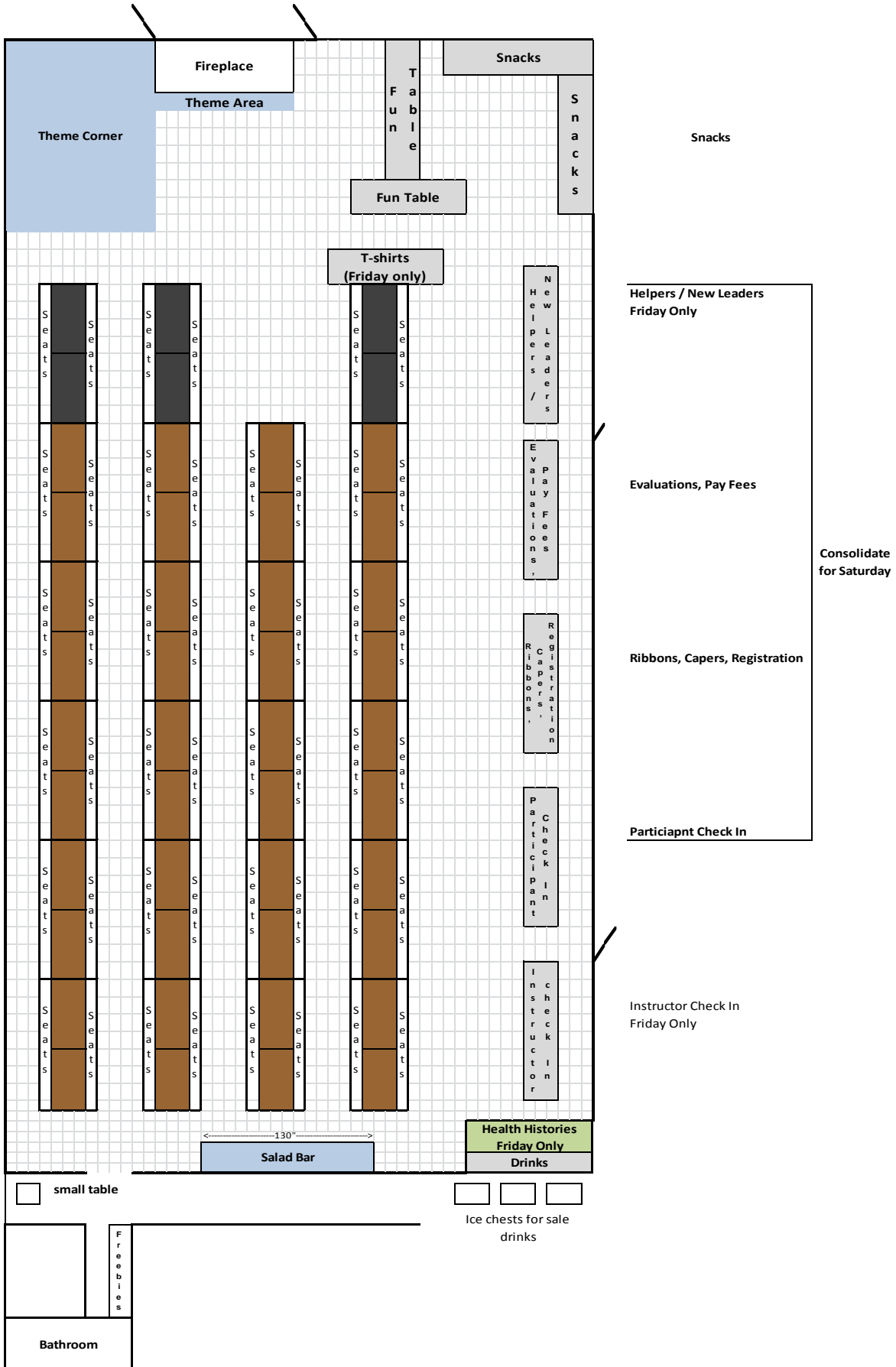
Participant Check-In

1. February – Count all left over supplies from the weekend.
2. August - Purchase check-in folders at back to school sales for \$0.01 each at Staples, Office Depot, Office Max, etc. Determine quantity of each color needed given left over inventory. Need a few extras of each color for changes at camp. Ask committee members to help purchase folders. Send out an email to the committee when folders go on sale.
 - a. 28 Blue - Blue Gill Bay
 - b. 32 Orange – Echo Hill
 - c. 28 Green - Trotters Ridge
 - d. 28 Red - Chestnut Gate
 - e. 28 Yellow - Shell Cracker Cove
 - f. 20 White, Purple, or other color – Saturday only camper or Farm House if used
3. December
 - a. Sign up people to staff participant check-in stations Friday night (3:30 p.m. – 9:00 p.m.) for weekend campers and Saturday morning (7:30 a.m. – 9:30 a.m.) for day-only attendees
 - i. Station 1 Health Forms
 - i. Station 2 Instructor Check In - Go over “What instructors should know”
 - ii. Station 3 Participant Check In (two people)
 - Alphabetize packets into two boxes
 - Ask if they need a camp map
 - Hand out name badge holders to people who did not bring theirs from last year. The name tags are in the packets
 - Hand out small gift to people who brought their name badge holder from prior years. Lianne Griffin to make gifts (luggage tags in 2013). Have them in a basket or small tub.
 - Hand out swap necklaces – have them in a basket or small tub. Decorations to provide.
 - iii. Station 4 Registration / Kapers / Ribbons
 - Registration issues
 - Have participants sign up for dining hall kapers

- Give name tag ribbons as appropriate to campers
- iv. Station 5 Collect Fees / Camp helper & Evaluations
- v. Stations 6 Newbies & Welcome - Staff a “welcome committee” for Friday and Saturday AM; answer general questions from participants. Wear identifiable aprons (we have 4). Schedule/conduct Unit hostess orientation session (work with unit check-out committee) and camp helper orientation.
 - Pass out Corsages
 - Evaluations?
- vi. Station 7 Ribbons (need trash cans for sticky peel off)
- vii. Station 8 Snack Table
- viii. Station 9 T-shirts – only needs to be set up at a separate table for Friday night. Move to be part of another station for Saturday.
- ix. Station 10 Free Table (in hall to bathroom). Not staffed
- x. Consolidate stations after Friday night check in and take down extra tables.
- b. Print eight (8) agendas 13” x 9” (ask Lianne, she has a printer this size) or larger and laminate. Hang them in the dining hall and in each unit. In 2014 a generic agenda will be printed with the intention of being able to reuse it year after year if the basic schedule stays the same.
- c. Get commitments for who is going to make copies of items or bring things that go in the packets or to have on hand at camp.
- d. Determine how many copies are needed. Make table top signs for tables with station names if new signs are needed. Fold card stock in half lengthwise and print station name on the front.
- e. Write the participant packet mini welcome letter tailored for the weekend.

2014 Mountain Magic Leader Weekend Station Staffing

Station & Description	Friday 4:00 – 9:00 p.m.	Saturday Morning 7:30-9:00 a.m.
1. Health Forms	Jennifer Logan	Kippy Shea
2. Instructor Check In	Shelia Mills	Shelia Mills
3. Participant Check In (two people)	Cheryl Marko & Kippy Shea	Kippy Shea
4. Registration	Marie Wright	Marie Wright
5. Check-Out Kaper Sign Up	Marie Lott	Marie Lott
6. Collect Fees, Ribbons, Camp Helper	Lianne Griffin	Kippy Shea
7. Newbies & Welcome	Kathy Stephan & Ann Barrow	Not Required
8. Free Table	Periodic Check	Periodic Check
9. Snack Table & drinks	Melonie Luxbacher	Melonie Luxbacher
10. Floater	Other Committee Members	Other Committee Members
11. Collect Door Prizes/give drawing tickets	Not required	Not required



2014 Mountain Magic Weekend Copies or Bring Items

Item	Quantity Needed	Person to Make Copies
Participant Packets		
Label (outside folder) w/ name, cabin & bed assignment info (Access Report)		Marie Wright
Packet letter (mini welcome) (Cheryl Marko) Printed with colored ink	175	Rose Lowe
Nametag (Access Report)		Marie Wright
Personalized class schedule w/ class locations (Access Report)		Marie Wright
Meal tickets (Vegetarians will be given BLUE meal tickets. All other participants will be given RED/PINK meal tickets.	-	2014 not needed
Miscellaneous fliers		Provider
Camp Helper Instructions		Rose Lowe
Instructor Packets		
Label (outside folder) w/ name, cabin & bed assignment info (Access Report)		Marie Wright
Label for green envelope for class evaluations		
Packet letter (mini welcome) (Cheryl Marko) Printed with colored ink	175	Rose Lowe
Instructor Instructions (1 per instructor) Kippy Shea to write)	60	
Class Rosters		Marie Wright
Envelopes (large green for class evaluations)		Lianne Griffin
Class evaluation forms (colored paper)		Rose Lowe
Nametag (Access Report)		Marie Wright
Personalized class schedule w/ class locations (Access Report)		Marie Wright
Instructor Reimbursement Form		Rose Lowe
Meal tickets (Vegetarians will be given BLUE meal tickets. All other participants will be given RED/PINK meal tickets.		
Miscellaneous fliers		Provider
On-Hand at Camp		
Overall evaluation (print on colored paper, two colors: Units and packets)	200	Rose Lowe
Camp map	25	Cheryl Marko
Weekend camper award description forms (Dianne Loupe)	175	Diane Loupe
Ballot with suggested themes for 2013 (email from Lianne Griffin)	200	Rose Lowe
Notepads		Lianne Griffin
Pens/pencils		Lianne Griffin
Scouts' Own Info (Word) Entertainment to provide if needed	200	
Costume \ skit entry form (Word) Entertainment to provide if needed		2014 not needed
Miscellaneous fliers		Provider

4. January – One week before weekend assemble participant and instructor check-in packets. The following should be included in the packets:
 - a. Color-coded folders by lodging site or day only

- b. Label (outside folder) w/ name, cabin & bed assignment info (Access Report) – Marie Wright to bring
- c. Packet Mini Welcome Letter
- d. Meal tickets – not required this year.
- e. Weekend camper awards – Entertainment (Diane Loupe)
- f. Weekend agenda will be part of the personalized schedule. Lianne is making 8 large copies of agenda posters to be posted in each unit plus the dining hall.
- g. Nametag (Access Report) – Registration (Marie Wright) has these and purchased card stock to print them on. Lianne has the nametag cases.
- h. Personalized class schedule w/ class locations (Access Report) – Marie Wright to bring

We will not include these in the packets, but we will have a stack of these at camp...

1. Camp Map (PDF) – we can ask at check-in if they need a copy
2. Ballot with suggested themes for 2014 (votes to be tallied and theme announced on Sunday)
3. Overall evaluation (print on colored paper) (Word)
4. Ask participants for suggestions on how we handle extreme inclement weather?
5. Awards description form (Word) – Entertainment (Diane Loupe) to bring 50 or so to put near the fireplace.
6. Miscellaneous fliers.
7. Notepad/ pen (optional) - Lianne may have a few of these left over, will have on the check-in table.

5. Mountain Magic Weekend

- a. Provide small table for foyer to put theme ballots and class suggestions on
- b. Provide two cardboard boxes for foyer to put clean recycled paper and cardboard in
- c. Provide TV tray for foyer to place notices sign on
- d. Friday (3:30 p.m. – 9:00 p.m.) - Requires early arrival at camp and restricted activities
 - Setup check in stations
 - Hang signs above check-in stations (need yarn or string, tape, signs)
 - Put out small signs on table at each station
 - Set out badge holders
 - Set out swap necklaces
 - Work check-in stations
- e. Saturday (7:30 a.m. – 9:30 a.m.) - Requires restricted activities
 - Set out badge holders
 - Set out swap necklaces (decorations committee makes them)
 - Work check-in stations
- f. Sunday
 - Pack up check-in stations
 - Take down signs.