

Check Out committee time line month by month:

1. **February** (month after the MMLW)
 - a. Inventory items left after the weekend.
 - b. Report at the February committee meeting.
2. **March**
 - a. If not going to continue as Committee Chair for the next year
 - i. Have Committee items ready to turn over to then Committee Chair
 - ii. Include any lessons learned from prior year's events.
3. **April – June (BUDGET requirements)**
 - a. Review and update committee budget.
 - b. Have purchased or prices out items needed.
4. **September – October (KAPER updates from Ranger)**
 - a. Check with Ranger if necessary to update kapers expected for check out. Review checkout procedures. Refine if necessary.
5. **November or December (or 1st meeting after registration closes)**
 - a. Once committee members have been assigned to cabins, establish an "Express Check-Out Team" per each unit consisting of 2 committee members.
6. **January (or before)**
 - a. **Purchase the poster board** (11x14, *fluorescent* 5 pack \$3) used for the kaper posters for each unit.
 - i. Print kaper chart sign-up sheet for each unit to be used at check-in.
 - ii. Print out kaper poster information & mount onto poster board.
 1. Could laminate posters for they can be re-used.
 - b. If items are needed, they all need to be purchased now.
 - c. Confirm with check-in committee if they have the envelopes?
 - d. Confirm with Marie Wright she will have the labels for the envelopes on Friday or if you will get them on Saturday?
 - e. Have a cardboard box for each unit's check-out kit (need 5)
 - i. Send a reminder to Unit Hostesses.

ITEMS needed with check-out committee kits:

1. 10 pairs of disposable
2. 5 large baggies for the supplies
3. 5 to 10 X-large garbage bags
4. 5 cleaning wipes

ITEMS needed for participant check-out

1. Envelopes (normally need between 120 to 150)
 - a. Currently have them purchased and bring to the weekend event
2. Labels for envelopes and instructors bags come from Marie Wright
 - a. It is committee's responsibility to ask from Marie at the weekend event.

TAKE TO THE EVENT:

1. Kaper Posters
2. Kaper sign-up sheet
3. Scotch tape
4. Cleaning supplies
 - a. Cleaning wipes
 - b. Disposable gloves
 - c. Extra-large trash bags
 - d. Cardboard boxes
5. Envelopes

AT EVENT – to do.

1. Friday (afternoon during set-up)
 - a. Set up at the Check-in table so that participants sign up for kapers upon arrival.
 - b. Review check-out procedures with each participant.
 - c. Post one of the cabin checkout posters on window as an example of what campers should look for on Sunday.
2. Saturday (during event)
 - a. Occasionally monitor basket at check-out desk to collect evaluations.
 - b. Unit Hostesses are to make sure that unit guests understand Kapers & check out procedures on Sunday.
3. Saturday (afternoon)
 - a. Post Kaper sign-up sheet in units.
 - b. Distribute cleaning wipes, disposable gloves & extra garbage bags in units.
 - c. Assist with Saturday checkouts as needed.
4. Sunday
 - a. Assemble check-out boxes for each cabin, including patches instruction gifts and optional participant farewell gifts.
 - b. Distribute box to each cabin's check-out team at lunchtime.

EXPRESS CHECK-OUT

1. Unit Hostesses should pick up their unit's check out packets in the Dining Hall at lunchtime or/at the end of Closing Ceremony on Sunday and be present in each unit throughout the scheduled kaper/check out time (1:30 through 2:30 pm)
2. Express check out team will supervise and expedite efficient stress-free completion of kapers.
3. Participants will check with the Unit Hostess & leave with her blessing and thanks once they've completed their assigned tasks
4. As kaper completion nears, A Unit Hostess will summon the Ranger & wait for him to complete unit check out.
5. Unit Hostesses will return walkie-talkies, remaining cleaning supplies & any undistributed check packets to Dining Hall upon unit check out.
6. FINAL ITEM: Committee will confirm successful check out for all units with Ranger and make sure all unit keys/radios have been located and returned to the Dining Hall.