



2011 MOUNTAIN MAGIC LEADER WEEKEND COMMITTEE DESCRIPTIONS

Registration – Marie W	<p>Receive registration, post classes, and send out email confirmations. Assign sleeping quarters. Prepare class and instructor evaluation forms for inclusion in registration packets. Establish weekend budget. Produce registration flyer and prepare SU packets for Cluster meetings. Email class completion certificates to participants after event.</p>
Participant Check-In - Shannon	<p>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 (collect class fees, collect health history forms). Requires early arrival at camp; restricted activities Friday night!</p>
Camp/Unit Set-up - Laurie	<p>Specify ahead of time (with Ranger) units to be used. Pick up keys/radios from Ranger and unlock all units, turn on AC/Heat as needed. Confirm units in working order. Post directional signs at camp, post signs in units for Cabin name/beds. Distribute camper etiquette information (posters/ fliers on beds?) Turn on Misty Mountain sign lighting. Place solar lights on walkway to DH. Requires early arrival and late stay at camp!</p>
Check-Out – Jeanne & Kathy	<p>Define checkout procedures (must be clearly specified) for inclusion in camper packets. Assemble check-out packages, including patches and optional farewell gift. Collect evaluations. Staff check-out stations on Saturday evening (in DH) and Sunday (in each unit). Check units for kaper completions. Make and post kaper charts in units (participants to sign up for kapers on arrival); distribute extra garbage bags in units. Assemble/stock/store clean-up kits for each unit. Check out unit with Ranger and turn over keys/radios. Requires late departure from camp.</p>
Entertainment – Sheila & Cheryl	<p>Plan and oversee Saturday evening talent show & parade activities. Prepare opening and closing ceremonies & Scouts Own for the weekend. Plan and oversee Friday evening "Get Acquainted" activities. Assembles puzzles, games & activities to be used during free time by campers. Plan & lead graces for meals. Prepare & distribute "awards" to campers throughout weekend; award prizes for parade and costume party (Door prize committee will obtain prizes – this committee just distributes them). Coordinate with Entertainment.</p>
Decorations – Frances & Carol	<p>Decorate dining room with theme for weekend. Come up with swap necklace/hat for check-in packet; design/order patches. Provide tablecloth for snack table. Design "headgear" for planning committee. Auction decorations on Sunday. Requires early arrival at camp!</p>
Meals/Snacks – Mary K	<p>Handle snacks for Friday/Saturday evening; set up for snack; work with Misty Mountain staff to plan meals in dining hall. Provide microwave (2?) for snack table throughout weekend; arrange for hot beverages Friday/ Saturday; obtain soft drinks/water and keep coolers stocked throughout weekend. Write policy for meals/cooking in units for inclusion in packets.</p>
Workshops/ Trainers/ Instructor Liaison - Lianne	<p>Select workshops and trainers for weekend events. Obtain class confirmation info including list of supplies (equipment, materials, etc.) required from instructors. Meet with instructors at orientation sessions and briefing instructors on class procedures. Distribute instructor</p>

	packets (assembled by participant check-in committee).
Door Prizes – Gail DV	Collect donations for weekend door prizes and wrap; distribute door prizes throughout weekend at mealtimes; cut apart roster for selection.
Trainer Gifts – Karen M	Collect/create gifts for trainers. Provide to participant check-out for distribution.
Photographer/ Historian - Kippy	Collects photos of classes and finished products (to be posted to website in advance of registration form distribution?); prepares scrapbook highlighting weekend activities.
First Aid Team - Marsha	Establish First Aid team for weekend. Develop emergency procedures and first aid materials. Staff health history table at check-in Friday night and Saturday morning and maintain health forms throughout weekend. Provide first aid as necessary throughout the weekend. Maintain incident report log during weekend. Identify First Aid person in each unit.
Publicity – Gail Q	Produce informational flyer for distribution at SU meetings. Write copy to be included in area newsletters (coordinate with Council liaison). Coordinate with council to get event on council calendar/website (including deadlines for registration). Attend Cluster meetings (Sept) to promote event. Create poster advertising event to post at council (resource room, lobby?). Create poster to display at event advertising next year's event. Provide handout/information to provide to council trainers to share during official council training events.
Website – Marie L	http://3leaves.org/mm2011 . Establish and maintain website and on-line registration packets and on-line payments. Investigate possibility of on-line registration (need database expertise).
Planning Committee Fall Retreat Chairman – Becky?	Coordinates the weekend planning committee retreat.
Guest Services - Melonie	Staff a "welcome committee" for Friday and Saturday AM; answer general questions from participants. Wear identifiable aprons. Schedule/conduct Unit hostess orientation session (work with unit check-out committee) and camp helper orientation.
North Counties Advocate - ???	
(_____) or Lee _____ Ann Cline (trainer); Debbie Childress – Membership Specialist	Publicity and recruiting of North Counties volunteers; Represent views of North Counties on planning committee.
Council Liaison – Colleen Gerrior	Promote event council-wide. Includes publicity in area newsletters. Attends monthly meetings and weekend event. Ensures all departments at council are informed of our weekend event. Coordinates with Badge & Sash to provide mobile store. Verifies all volunteers are registered GS and coordinates background checks as necessary.