

Registration – Marie W	Maintain database. Produce reports including mailing labels, labels for packets, sleeping assignments, meal reports (# of vegetarian meals needed, food allergies & final meal counts – email to Melissa Garza and Kathy). Receive registration, post classes, and send out email confirmations. Assign sleeping quarters. Email class completion certificates to participants after event. Email past participants when registration opens.
Admin/Financials - Lianne	Prepare class and instructor evaluation forms for inclusion in registration packets. Establish weekend budget. Produce registration flyer and prepare SU packets for Cluster meetings. Chair sub-committee to evaluate/implement online registration to our website.
Participant Check-In - Ann & Cheryl	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/Saturday AM!
Camp/Unit Set-up – Kippy & Jeanne	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!
Check-Out – Marie L, Shannon, Karen	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.
Entertainment – Sheila, Terry Otto?	Plan and oversee Saturday evening all-camp 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.
Decorations – Frances & Carol	Decorate dining room with theme for weekend. Come up with swap necklace for check-in packet; design/order patches. Provide tablecloth for snack table. Auction decorations on Sunday. Requires early arrival at camp!
Weekend Operations Coordinator – Laurie?	Obtain soft drinks/water and keep coolers stocked throughout weekend. Manage and coordinate the freebie table. Manage camp helpers throughout the weekend.
Meals/Snacks – Kathy S.	Handle snacks for Friday/Saturday evening; set up for snack; work with Misty Mountain staff to plan meals in dining hall. Provide microwave for snack table throughout weekend; arrange for hot beverages Friday/Saturday.

Workshops/ Trainers/ Instructor Liaison – Mary K.	Select workshops and trainers for weekend events. Obtain class confirmation info including list of supplies (equipment, materials, etc.) required from instructors. Develop instructor orientation sessions on class procedures. Coordinate with Participant Check-in committee if special check-in required for instructor packets. Collects photos of class finished products (to be posted to website in advance of registration form distribution). Submit council requested class requisition forms to council office.
Trainer Gifts – Karen M	Collect/create gifts for trainers. Provide to participant check-out for distribution.
Historian - ??? Rose Lowe?	Prepares scrapbook highlighting weekend activities.
First Aid Team - Marsha	Establish First Aid team for weekend. Complete "Beyond the Troop Event Application" and "SU Event Emergency Plan" and submit to council. Obtain 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. Establish First Aid kit for each unit (distribute at beginning of camp and collect at end).
Camper Recognitions – Diane L	Create camper award categories. Create camper award nomination forms and bring blanks to weekend event. Secure camper awards. Announce camper awards at weekend event. Coordinate "door prize trade" (all participants bring a wrapped gift; if you bring a gift, you get to take one home).
Publicity – Barb	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 and regional training days. Encourage publicity and recruiting of North Counties volunteers; encourage North Counties input to planning committee.
Website/Technology – Marie L	http://3leaves.org/mm2012 (password is "100candles"). 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. Stores 3D "Misty" mascot marquee.
Guest Services - Melonie	Staff a "welcome committee" for Friday and Saturday AM; answer general questions from participants. Wear identifiable aprons. Requires early arrival Friday and "open" schedule Friday night and early Sat. AM.
Council POC – Colleen Gerrier , Amy Lancaster (Special events)	Promote event council-wide. Includes publicity in area newsletters. Ensures all departments at council are informed of our weekend event. Coordinates with Badge & Sash to provide mobile store. Verifies all

coordinator)?

volunteers are registered GS and coordinates background checks as necessary.