

2016 MOUNTAIN MAGIC LEADER WEEKEND
COMMITTEE DESCRIPTIONS

Admin/Financials/First Aid – **Lianne Griffin,**
First Aid – **Karen McFadden**
(**Kathy Stephan,**
Mary Kottkamp,
Cheryl Marko)

Submit Troop Camping form to council to reserve units. Prepare class and instructor evaluation forms for inclusion in registration packets. Establish weekend budget. Produce registration flyer and prepare SU packets for Cluster meetings. Manage camp helpers throughout the weekend. Coordinate the weekend planning committee retreat. Chair monthly meetings and produce meeting minutes. Manage committee checkbook and balance bank statement monthly. Handle "wrap-up" at camp, paying invoices for meals and "camp" classes (archery, horses, etc.) to camp director. Validate expense reimbursement requests from committee members and instructors and log/pay monies due. Prepare annual actuals to budget report.

Establish First Aid team for weekend. Complete "Beyond the Troop Event Application" (includes SU Event Emergency Plan) and submit to council. Obtain first aid materials. Receive health history forms (separate from registration/ bypassing registration) and maintain in notebook. Staff health history table at check-in Friday night and Saturday morning (collect health history forms as part of check-in) 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). Requires early arrival at camp!

Camp/Unit Set-up & DH Takedown
Rebecca Wright

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 and class locations. Distribute camper etiquette information (posters/ fliers on beds?) Verify with Ranger Misty Mountain sign is lit on Friday night. Charge solar lights and place on walkway to DH. ~~Coordinates with Badge & Sash for on-site sales.~~ Responsible for breakdown of DH at end of camp (tables taken down, camp decorations reset, Misty stored, etc.) Requires early arrival and late stay at camp!
PHYSICAL JOB.

Participant and Unit Check-Out –
Genny Wright

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.

Council POC –
Melissa Fisher

Coordinate promotion of event council-wide by sharing publicity in newsletters to SUDs. Coordinates with Badge & Sash to provide mobile store. Verifies all volunteers are registered GS and coordinates background checks as necessary. Coordinates with necessary council staff to provide insurance for non-members.

<p>Decorations – Carol Townley & Frances Parks (Marie Wright)</p>	<p>Decorate dining room with theme for weekend. Design/order patches. Provide tablecloth for snack table. Auction decorations on Sunday. Stores 3-D “Misty” mascot marquee. Come up with swap necklace for check-in packet. Requires early arrival at camp!</p>
<p>Entertainment – Kim Elmore</p>	<p>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. 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 prizes.</p>
<p>Historian – Rose Lowe (Marie Nash, Kippy Shea)</p>	<p>Prepares scrapbook highlighting weekend activities. Create posters as needed: poster advertising event to post at council (resource room, lobby?); poster to display at event advertising next year’s event. Assist with organizing/ editing photos of weekend on our Picasa website. Investigate option of creating a digital scrapbook (20-page softcover?) that could be sold to participants (fundraiser).</p>
<p>Meals/Snacks – Melonie Luxbacher</p>	<p>Oversee snack table; work with Misty Mountain staff to plan meals in dining hall. Provide microwave for snack table throughout weekend; arrange for hot beverages throughout weekend. Plan & lead graces for meals. Obtain soft drinks/water and keep coolers stocked throughout weekend. Establish dining hall kaper charts and assign units to DH clean-up post meal and DH bathroom check/clean.</p>
<p>Participant Check-In, Guest Services – Cheryl Marko (Kathy Stephan)</p>	<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 (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. Wear identifiable aprons. Manage and coordinate the freebie table. Purchase nametags (holders only – inserts come from Registration). Requires early arrival Friday and “open” schedule and/or restricted activities Friday night and early Sat. AM!</p>
<p>Publicity & Philanthropy – Marie Nash (Sheila Mills? Barb Osment?)</p>	<p>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. 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. Philanthropy sub-committee. Seek out other meeting places to promote event (SU Director Kickoff meeting, Community of the Stars, Grow Your Knowledge, etc.) Manage Facebook Page -</p>
<p>Registration – Marie Wright (Genny Wright?)</p>	<p>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 Camp Director, Meals Chair, and Admin/Financials). Send report with participants for council classes to Katie Bower. Send report Bebe to</p>

confirm registration status of all participants. Verify prerequisites met for council class participants. Receive registration, post classes, and send out email confirmations. Assign class locations. Assign sleeping quarters. Email class completion certificates to participants after event. Email past participants when registration opens. Make deposits at bank as registration forms arrive and provide bank deposit slips to Admin/Financials.

Website/Technology –
Marie Lott
(Lianne Griffin,
Marie Wright)

<http://3leaves.org/mm2016> (ask Marie Lott for the password). Establish and maintain website and on-line registration packets and on-line payments. Investigate possibility of on-line registration (need database expertise). Chair Technology sub-committee to evaluate/implement online registration to our website. Establish on-line “store” (may be part of registration or separate).

Workshops/ Trainers/
Instructor Liaison/
Trainer Gifts –
Sheila Mills
(Lianne Griffin,
Karen McFadden,
Marie Wright)

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. Ensure instructors include pre-requisites required on class info sheets. Collect/create gifts for trainers. Provide trainer gifts to participant check-out for distribution.