

2018 MOUNTAIN MAGIC LEADER WEEKEND COMMITTEE DESCRIPTIONS

Admin/Financials/First Aid/Opening & Closing – Lianne Griffin , First Aid – Karen McFadden , Opening & Closing – TBD	<p>Submit Troop Camping form to council to reserve units. Prepare class and instructor evaluation forms and next year's theme ballots for inclusion in registration packets. Prepare overall agenda schedule. Establish weekend budget. Produce registration flyer and prepare SU packets for Cluster meetings. Work with Technology to establish "online store." 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. Develop transportation plan to get mobility impaired participants to & from classes (driver?) and manage throughout weekend event.</p>
(Robin Antzoulatos, Cheryl Marko – handouts, Anthony Ross – driver)	<p>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). Store/restock first aid kits as needed. Obtain and distribute Walkie-Talkies for First Aid, each unit, plus the admin desk (include chargers for admin desk and first aid); ensure walkie-talkies are turned in by units at check-out. Requires early arrival/late departure at camp!</p>
Camp/Unit Set-up & DH Takedown Rebecca Wright (Yanna Pineau, Anthony Ross)	<p>Plan/lead Opening and Closing Ceremonies (Scouts Own?). Plan and oversee Friday evening "Get Acquainted" and/or Unit activities.</p> <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 and class locations. Distribute camper etiquette information (posters/ fliers on beds?) and committee handouts as needed (must be provided to Setup by date/time to be determined by setup chair). Verify with Ranger Misty Mountain sign is lit on Friday night. Charge solar lights and place on walkway to DH. Provide unscented hand soap for each unit and DH restrooms and collect on takedown. Have ranger put 3-D "Misty" mascot marquee at entrance to camp. 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.</p>
Participant and Unit Check-Out – Genny Welday	<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 from participants and provide all evaluations to Lianne at conclusion. Provide</p>

	<p>instructions/supervise unit hostesses. 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. Coordinate with Ranger where filled garbage bags are to be deposited. Requires late departure from camp.</p> <p>Coordinate promotion of event council-wide by sharing publicity in newsletters to SUDs. Verifies all volunteers are registered GS and coordinates background checks as necessary. Coordinates with necessary council staff to provide insurance for non-members. Coordinate council class supplies needed with Keith Vann/Instructor committee. Stores 3-D "Misty" mascot marquee (coordinate with camp ranger). Verify prerequisites met for council class participants.</p>
<p>Council POC – Melissa Fisher</p>	
<p>Decorations – Carol Townley & Frances Parks (Jeanenne Adams; Marie Wright – patch; Jessie Napier – silent auction; Karen McFadden – swap necklace)</p>	<p>Prepare and purchase decorations per budget. Decorate dining room with theme for weekend. Design/order patches. Prepare swap necklace and provide to participant check-in committee prior to camp. Auction decorations on Sunday. Decorate 3-D "Misty" mascot marquee Sat. AM (after brought in from road). Requires early arrival at camp!</p>
<p>Entertainment – Amber Ackerman & Marie Ross (Jeanenne Adams)</p>	<p>Plan and oversee Saturday evening all-camp activities. Procure/administer awards as applicable. Assembles puzzles, games & activities to be used during free time by campers. Create/coordinate camper recognition "wall of fame." Plan & lead graces for meals. Coordinate/schedule/deliver weekend announcements (requires microphone use & friendly tone of voice).</p>
<p>Historian – Rose Lowe (Kippy Dyer)</p>	<p>Prepares scrapbook highlighting weekend activities. Assist with organizing/ editing photos of weekend. Post photos on our Facebook page. Assist with poster creations as needed.</p>
<p>Meals/Snacks – Melonie Luxbacher</p>	<p>Oversee snack table; work with Misty Mountain staff to plan meals in dining hall. Provide tablecloth for snack table. Provide microwave for snack table throughout weekend; arrange for hot beverages throughout weekend. 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. Obtain and store supplies for hot chocolate/tea station and snack table plates & napkins. Coordinate can/bottle recycle station and ensure volunteer is available to take recycling home.</p>
<p>Participant Check-In, Guest Services – Cheryl Marko (Kathy Stephan, Jeanenne Adams, Kim Elmore)</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, including clean-up/throw away at end of weekend. Purchase nametags (holders only – inserts come from Registration). Requires</p>

Publicity &
Philanthropy –
Jessie Napier

early arrival Friday and “open” schedule and/or restricted activities Friday night and early Sat. AM! Coordinate paper recycling and ensure volunteer available to take recycling home at end of event. Coordinate lost & found collection station and distribution/give away/throw away at end of event.

Produce informational flyer for distribution at SU meetings. Create posters as needed: poster advertising event to post at council (resource room, lobby?); poster to display at event advertising next year’s event. 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 (Aug/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. Seek out other meeting places to promote event (SU Director Kickoff meeting, Community of the Stars, Volunteer Leadership Conference, Grow Your Knowledge, etc.) Manage Facebook Page. Coordinate Philanthropy sub-committee (select philanthropy project).

Registration –
Marie Wright

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 Keith Vann. Send report to Council POC to confirm registration status of all participants. Coordinate with Council POC that prerequisites met for council class participants. Receive registration and post classes. Assign class locations. Assign sleeping quarters. Send out preliminary and final email confirmations. Send Wednesday email update prior to weekend event. Email class completion certificates to participants after event. Email past participants when registration opens.

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

<http://3leaves.org/mm2018> (ask Marie Lott for the password). Establish and maintain website and on-line registration packets and on-line payments. Create template and coordinate on-line registration. Manage on-line “store” (may be part of registration or separate).

Workshops/ Trainers/
Instructor Liaison/
Trainer Gifts –
Sheila Mills
(**Lianne Griffin** –
google docs,
Jeanenne Adams –
trainer gifts)

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. Follow-up with Council POC that all council class participants have met pre-requisites. 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.