

## **CABIN DEPARTURE GUIDELINES**

Dear Volunteers and others to whom this applies:

Surprise! Surprise! Due to managements Budget Cuts.....Camp lost in-house Maid Service!!!  
(We hope you don't believe we ever had one.)

We are depending on each of you to help us get ready for next week's volunteer crew. You can do your part by:

1. Cleaning your refrigerator and refilling the ice cube trays. PLEASE don't leave food or beverages.
2. Return cups, glasses, and whatever else back to the kitchen before Friday's dinner. We have to pay for what we lose!!!
3. Return anything that you borrowed by Saturday morning. Tell us if something is not working; otherwise it could easily get packed broken at the end of camp.
4. Last week of Camp: Camp resources such as library books are to be returned by Friday night. Ask the Camp Chairman for direction. All books are not stored at camp.
5. Any bedspreads, mattress pads, bath mats, etc. borrowed from camp and needing washing should be brought to the office before you leave. All bedding and small rugs must be brought to the office at the end of the last week of camp.
6. Bathrooms must be cleaned every week including toilets, showers and lavatories, and don't forget medicine cabinets. Janitorial supplies may be obtained from the office. Leave your cabin supplied. Ask at the office for toilet paper, paper towels and light bulbs.
7. Sweep steps, porch, and inside cabin. Empty trash cans and replace plastic trash bags.

Return all borrowed supplies such as hammers, clipboards, etc. Nature materials are returned to the Nature Hut. Craft supplies go to the Craft Staff for packing.

The Park Service cleaned and prepared camp for our arrival. It is our responsibility to leave camp clean and "better than we found it" condition. Every building is inspected by Park Staff at the end of camp. Closing staff counts every pencil, pen, and band-aid. Linens and floors must be washed. Everything belonging to camp gets inventoried and packed. How we leave our belongings is how we find them next year.

We know you are anxious to get on the road, but let's leave camp the way we would like to have it when we arrive next year.

**THANK YOU FOR VOLUNTEERING YOUR TIME AND TALENTS. YOU ARE APPRECIATEDD!**