

DEAN CHECK-OUT PROCEDURE FOR YOUTH CAMP SESSIONS

The following procedures are designed to help you successfully close out your camp session. If followed there will be less confusion and frustration as you attempt to finish up your responsibilities. These procedures will also help the Camp Office to more efficiently finish up paper work and process payments to individuals. Thank you for your cooperation.

1. _____ Complete the Dean's Report (form provided).
2. _____ Off Campus Sessions – return money pouch with vouchers, receipts and any unused monies to the Camp Office.
3. _____ On Camp Sessions – complete payment vouchers for Mission Check and any expenses to be paid or reimbursed to yourself or any faculty members. Receipts MUST accompany voucher.
 - Mission Money will be given to the mission or their representative within one week following a camp session.
 - All other checks will be mailed in a timely fashion; our intent is to have your payments to you as soon as possible.
 - Be sure to include addresses on all vouchers.
4. _____ Complete Immersion Certificates (available at the Camp Office) and give to campers before they leave. If unable to do so, please check with the Camp Office for their address so completed form can be sent.
NOTE: It is important that you notify the camper's home congregation about their decision. Preferably this will be done by phone. If unable to connect with the home congregation's minister in this manner, send a short note.
5. _____ Make sure all personal belongings leave the campground with their rightful owners. If any articles are left behind please bring them to the Office for the Lost and Found.
6. _____ Make sure all camp property has been returned and neatly put away. This makes it easier for the next group.
7. _____ Turn in all keys, radios and other camp equipment that need to go to the office.
8. _____ If Junior Faculty were a part of your faculty please turn in their evaluation on the form provided.

DEANS MUST STAY AT CAMP UNTIL ALL CAMPERS ARE PICKED UP

Event Dates: _____

Program: _____

Dean's Signature: _____