



Touch A Life!

Thursday, August 04, 2005

Checkout Procedure for Friday Morning:

Before Breakfast:

- 1. Strip bed and put sheets and pillow cases in (middle of room or hallway-whichever the YMCA instructions say.**
- 2. Pack up and move luggage to Meeting Rooms A & B (unless the conferee has their vehicle...then to the vehicle). Same for JC's and SC's.**
- 3. JC's get keys from each team conferee before leaving the dorm.**
- 4. Any key not turned in is \$5.00....now.**
- 5. JC's will put the keys from their team in order and rubber-band them by room and give them and any money collected to "The Kev". JC's and SC's also need to turn their keys in at this time.**
- 6. Kevin Farrell ("The Kev") will get the keys in order and return to our dorm hostess.**

Additional Checkout Procedures:

- 1. JC's will check each room to be sure there is no trash on floor, etc.**
- 2. An announcement will be made at the beginning of the session for any additional keys not yet turned in.**
- 3. A determination needs to be made at this time if there are any conferees that need a ride to their home as well as any that have a late pickup (after 2:00 P.M.). A counselor(s) must stay until all**

conferees have left in their own vehicle or have a ride home.

- 4. Separate teams of counselors then pack up Willome and the dorm. Todd and Dan Prascher will manage Willome. Six counselors will be needed to help.**
- 5. The Kev will manage the storage in Meeting Room D of the dorm. It is important that everything be packed logically with like items and inventoried at this time. Six counselors will be needed for Meeting Room D.**
- 6. Three large vehicles will be needed to transport the RYLA inventory to the warehouse (space donated by Abbas Rajabi – Samira’s father) in Thornton, CO. Mat Matson, Len Brass, Dan Prascher, Dave Amen, and Samira Rajabi have all been there and know where the storage room is.**
- 7. After the work is done, a celebratory lunch is held at the Estes Park Brewery. If we get this going in an organized way, we can all get to The Brewery by 2:30 PM. An advance party should go about 2:00 PM to confirm our reservation.**