

ODESSA HILLS CAMP DIRECTOR'S GUIDE

CMRB CAMPS/RETREATS

CMRB Camping Committee

Address questions/concerns to any of the following members:

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The Ideal CMRB Director

Are you considering directing a CMRB camp or retreat?

As you continue to seek God's direction in that endeavor, we would like for you to be aware of who an Ideal CMRB Camp Director would be:

- You have been approached to take on these responsibilities after much prayer and fasting by members of the committee and we feel you would be a good fit for this position. If you choose to accept the director position, this worshipful attitude will continue through the planning and execution of your task. We are here to support you in any way we can.
- Please offer your gifts and talents regardless of your marital status. Historically, couples have been asked because it makes some aspects of directing easier. However, we know many individuals also have gifts and talents they wish to use in a camping opportunity. If you are directing alone, it is necessary that you chose a Head Counselor of the opposite gender to help address the personal, medical, and disciplinary needs of campers of that gender. If someone needs one-on-one counseling or to be taken to the hospital, someone free of cabin responsibilities and of the same gender is to take the lead in this work unless an ambulance is called. (The nurse is never to leave the grounds.)
- Materials to assist in your planning and decision making throughout the event can be found in the "Director's Guide" online,

The Ideal CMRB Camp Director will follow these expectations:

- Use themes as directed by the committee. Much time is spent in fasting and prayer to choose themes for camps and retreats. These themes build upon one another from the spring retreat, continue on to the summer camp, and culminate in the fall retreat.
- Have at least one Elder on grounds at all times to allow for administration and counseling as needed.
- Follow campground guidelines. All guidelines have been set to protect our campers and help us care for the campgrounds. If you have questions about the admissibility of a particular staff member or would like an exception to any of the guidelines, please contact members of the camping committee prior to making those decisions.

This is your mission if you should choose to accept it:

It is our purpose in our camps/retreats to uphold the Gospel as it was restored in 1830, using the three standard books. The I.V. Holy Scriptures, 1908 Book of Mormon, and the Doctrine and Covenants through section 144. We, as a committee, feel that the camps/retreats should be designed for the youth to come and have fun in fellowship and worship to promote a closer walk with God and leave behind worldly cares.

Odessa Hills Camp Directors Guide

Thank you for the time and effort you have given to help campers make memories, become missionaries and to become stronger in Christ. We would encourage you to pray about the staff you choose and ask them to pray for the camp as they accept a role in the camp/retreat.

We hope you find this guide helpful in all aspects of the camp/retreat experience. Please read through everything and address your questions to the camping committee.

Mission

It is our purpose in our camps to uphold the Gospel as it was restored in 1830, using the three standard books. The I.V. Holy Scriptures, 1908 Book of Mormon, and the Doctrine and Covenants through section 144. We, as a committee, feel that the camps should be designed for the youth to come and have fun in fellowship and worship to promote a closer walk with God and leave behind worldly cares.

Registration

Registration can now be completed online at <https://odessahills.com/>. Or a paper registration can be downloaded, completed, and sent directly to the registrar. The registrar will send camper registration information to you **one week** before your camp. Please encourage early registration so that you, as directors, will know how many to plan for.

Campground Amenities

- Three bath/shower houses on the grounds: one by the dining hall, one by the pool (also a storm shelter) and one by the RV sites.
- Handicapped accessible bathroom with a shower between the boys and girls sides of the dining hall bathrooms.
- Bathrooms at the back of the tabernacle.
- Eight girl cabins on the west side and seven boy cabins on the east side. There are 8 beds in each cabin. A total of 120 beds (up to 105 for campers/15 for counselors).
- Three new cabins near the pool can be used for overflow or staff purposes. (These cabins do not have heat.)
- Cooks' cabin, by the dining hall bathrooms, with 10 beds.
- All cabins have heat and air-conditioning.
- Walk-in entry swimming pool.
- Lakes are for canoeing only.

Start Times

Retreats

Junior retreat starts on Saturday at 9:00 a.m. and ends on Sunday at 1:00 p.m.

All other retreats start on Friday at 7:00 p.m. and end on Sunday at 1:00 p.m.

Camps

Junior camp starts on Sunday at 3:00 p.m. and ends on Thursday at 5:00 p.m.

All other camps start on Sunday at 3:00 p.m. and end on Saturday at 1:00 p.m.

Reunion

Reunion starts at 5:00 p.m. on Saturday and ends at 1:00 p.m. the following Saturday.

Camp Guidelines

Please adhere to the following rules and expectations to help ensure that we are consistent between camps/retreats and help you to have a smoothly run camp/retreat. Please make sure that all your staff understand the rules they are to help uphold. Each camper and parent/legal guardian will be provided with a copy of the following guidelines that pertain to them and will need to sign stating they agree to abide by these guidelines. A copy of this form can be found in the Forms section of this Guide.

Guidelines for Campers

- Participation.** Because we're at camp to learn more about our relationship with our Heavenly Father, it will also be important to grow in our relationship with each other by participating in all camp activities. It is also to be expected that each camper will be helping with cleaning up and other chores that may be necessary.
- Food Allergies.** If a camper has food allergies it is the parent/guardian's responsibility to contact the cook prior to camp, discuss the camper's need and provide food substitutions if necessary. It is the cook's responsibility to provide a menu and work with the families to determine what substitutions are necessary and reasonable. This only applies to medical needs and not food preferences.
- Snacks and drinks.** Campers should leave all snacks and drinks at home. Campers will be fed well throughout the camp/retreat!
- Off Limits!**
 - No boys in girls' cabin areas and no girls in boys' cabin areas.
 - Kitchen food supply areas are also restricted.

- Additional restricted areas may be determined by the directors.
- ❑ **Dating Relationships.** We'd rather you use this time to build up your relationship with God instead of building a romantic pursuit. Stay public and take a break from hand holding, hugging, kissing, etc. No public display of affection. Married or engaged couples should use discretion in their relationship.
- ❑ **Electronic devices.** Because we're taking time out from the usual activities that might distract us, please leave at home any items such as cell phones, MP3 players, radios, portable game systems, etc.
- ❑ **Substances.** Items such as tobacco, alcohol and drugs are prohibited, as campers should be receiving a spiritual high that will surpass any man-made chemical.
- ❑ **Medications.** Campers need to turn in a list of and all medications (prescription and over the counter) that the camper will be needing during the time at camp, and the nurse will make sure campers receive them at the appropriate times. Exceptions can be made for asthma medications, so please discuss any concerns with the nurse.
- ❑ **Visitors/Leaving Camp/Phone Calls.**
 - No one will leave camp without permission of the director. If a camper leaves without prior permission from the directors, they forfeit their opportunity to return to the camp.
 - Visitors are not allowed during camp.
 - Campers may make emergency phone calls by provision of the director.
- ❑ **Dress Respectfully.**
 - Footwear needs to be worn at all times
 - Shirts on during recreation
 - Because we would like to cover rather than expose, please, no tube tops, spaghetti straps or halter tops
 - Please, no clothing with logos conveying a drug, alcohol, anti-Christian themes
 - When placing your arms straight down at your sides, we require shorts to be no shorter than the end of your fingertips.
 - Shirts need to overlap outer garment waistband by 1 1/2 inches or more. No halter tops. No midriffs. Button shirts must remain buttoned unless worn over another shirt.
 - No bikinis, or if swimwear is found to be unacceptable, the camper must wear a colored T-Shirt.
- ❑ **Miscellaneous.**
 - Lakes: Life jackets must be worn while canoeing. NO swimming in the lakes at anytime
 - No profanity or innuendos
 - Campers who have driven themselves need to turn in their keys while at camp/retreat

To Bring or Not to Bring?

Things to Bring:

- A fantastic attitude and desire to draw near to God
- Casual, modest clothing for 7 days (see dress code)
- Sheets, a blanket, a pillow, sleeping bag, etc.

- Towels and washcloths
- Beach towel and flip flops
- Personal hygiene items (soap, deodorant, shampoo, etc.)
- Any medications that you will need
- Tennis shoes
- Bible, Book of Mormon, Doctrine & Covenants

Things NOT to bring:

- Cell phones, video games, radios, any electronic devices
- Tobacco, drugs, alcohol, or weapons
- Fireworks
- Clothing with questionable sayings or anti-Christian themes, slogans, etc.
- Halter tops or spaghetti straps (Shirts need to overlap outer garment waistband by 1 ½ inches or more.)
- Bikinis, speedos or two-piece swimsuits (You will be asked to wear a dark T-shirt.)
- Short shorts or skirts (Stand with your arms by your side. If your fingertips are touching your skin, your shorts or skirt should be longer for camp.)
- Extra food, candy, drinks (The cooks feed you very well!)

Additional Guidelines for Directors

Nurse.

A nurse is required to be present on the campgrounds at all times. The nurse can be an RN, LPN or EMT. A traveling First Aid kit is provided in an orange backpack. And a large yellow toolbox is provided for the nurse to use to oversees all camper's medication. Campers are responsible for seeing the nurse with their medication and schedule at time of camp check-in.

Counselors

- Counselors need to be 18 or older.
- We strongly recommend no counselors under the age of 25 for Senior High or under the age of 21 for Junior High.
- Discipline is the responsibility of the directors. Counselors should encourage campers to behave in an acceptable manner. When campers remain noncompliant, the directors will set and execute consequences at their discretion. If that fails, directors will call parents and have campers removed from the community, and fill out an incident report as a reference.
- Background checks will be completed on all staff 18 or older in compliance with our liability insurance provider requirements. Directors will send a roster of staff members to the camping committee who will contact the investigative company. Please make staff aware they will receive an email from "Odessa Hills Campground" (may need to look in spam) and will need to fill out the form within 5 days of receiving it so the background check can be processed. If there is no response we will let the directors

know. We do not repeat background checks of those who have served in a recent past, i.e. retreat, camp.

- CITs (Counselors in Training) are for the purpose of assisting counselors. We recommend they 16 years or older. In past experience, a CIT that is too young can cause authority issues or too many CITs creates a CIT clique that may get rambunctious and not fulfill their duties. We ask that CITs pay half of the regular camp fee.

Activities

No dance activities at church camps/retreats, such as dancing for recreational fun or dance classes. No secular movies or TV viewing. (Anything shown should be edifying to Jesus Christ.)

Snacks and drinks

Directors can establish a policy about counselors bringing snacks for his/her cabin. Campers should not bring snacks, but directors can use their discretion to decide if counselors are allowed to bring snacks. Whatever you decide, communicate that policy to your counselors.

Staff

- Directors are encouraged to use individuals within CMRB as much as possible.
- All staff holding priesthood and those used as counselors or religious class teachers need to be chosen from Restoration Branches not affiliated with the JCRB or any other factional groups of the restoration.
- No priesthood from JCRB or other factions are to be used on staff in any capacity. (Current JCRB branches include East Gate, Cross Timbers, Saints Haven, and Gospel Park.)
- Invoice form is provided at the end of the guide. This form should be copied and distributed to staff members with envelopes to collect receipts. They should be collected and sent to the CMRB Treasurer Larry Marsh, 706 S. Clay, Holden, MO 64040 so he can reimburse the staff for expenses incurred for camp.

Campground Personnel

Caretaker

Matt Oltman..... (816) 351-0088

Email: caretakerodessahills@gmail.com

Contact Matt or the Management Committee concerning any physical needs of the camp. Contact the Camping Committee for any other concerns.

Management Committee

Wayne Dillon (Chair) (816) 419-7933

Kitchen Coordinator

Glenda Foss..... (816) 597-3230

Registrar

Ron Buckles..... (816) 267-1665

Lifeguards

Lifeguards are hired by the Management Committee and will be available for summer camps. Coordinate with the caretakers to get lifeguard contact and schedule information.

Cook/Nurse Suggestions

Finding people to fill these positions can be difficult. Following is a list of people who are willing to help in these capacities. You do not have to use this list exclusively. But these people are willing. Cooks need to follow guidelines posted in the kitchen and communicate often with the caretaker for food orders and rules for the use of the kitchen. Direct questions about food supplies to the Kitchen Coordinator. Nurses are required to be licensed. If a licensed person is not secured, the event must be cancelled.

COOKS		NURSE	
Glenda Foss	(816) 597-3230	Barb Capps	(660) 674-2371
Terri Gard	(816) 220-0730	Raylene Buckles	(816) 267-0623
Paula Rowland	(816) 650-6308	Lee Hillard	(816) 809-9821

Guidelines for CMRB Cooks

Please look over the list of supplies that are provided for use and that you can count on being at the campgrounds. Anytime before you camp, feel free to see what is in the pantry, freezers, and walk-in cooler. Pull and mark anything (not items on the supply list) you want for your camp.

Please feel free to set up the kitchen for your needs, but PLEASE put it back the way it was before you leave. EXCEPTION: the Hobart mixer is NOT to be moved.

We have an account at Sam's Club the caretaker, kitchen coordinator, and treasurer have credit cards for Sam's. Yoss' in Holden is a fantastic place to work with. Please use the tax-exempt letter anywhere you may shop for food. Just be advised that it may take time and effort to get the tax exempt set up and plan ahead.

The food budget is the cook's responsibility to try to meet. Whatever you are given as a budget must cover meals and snacks for campers and staff as well. Example for figuring your budget:

\$4 per meal.

50 campers at 17 meals for the week is $4 \times 17 = \$68$

$\$68 \times 50 \text{ campers} = \$3,400$

NOTE: 1 meal Sunday, 3 meals Monday-Friday, 1 meal Saturday.

Friday lunch and supper call it Cook's Choice and serve leftovers from the week. This cuts down on cost, waste, and work.

If you have questions call Glenda Foss (816) 797-4551 or Matt Oltman (816) 351-0088.

Camp Pastor

The camp pastor is a priesthood member responsible for the spiritual guidance and well-being of the camp. Although camp themes are chosen by the Camping and Reunion Committee, how things are presented is determined by the camp director and the camp pastor. It should be doctrinally sound. It should be age appropriate. Daily themes are often chosen by the camp pastor. Classes for the whole camp based on the theme are often taught by the pastor. Christ taught with stories about things with which his pupils were familiar. Any special services and often closing thoughts at campfires and the camp are provided by the pastor.

Camp pastors are also there to show the campers that God has a sense of humor. Play ball, sing silly songs, go swimming.

There are certain situations that may arise (suicidal thoughts and other needs for counseling) that require the attention of the camp pastor. The need for administration may arise. If the pastor is not an Elder, local Elders from the Odessa Branch are willing to provide those services, just call Wayne Dillon (816) 419-7933.

Camp attire is not necessarily suit, white shirt, and tie. This is a casual setting. Nevertheless, clothing should not distract from the service and the duties being performed. It should be clean.

Camp Nurse

The camp nurse is responsible for the health and well-being of the individuals on the grounds. The nurse does not leave the grounds for any reason during the camp. To start, the professional should be aware of any chronic health problems the campers or staff may have. Campers are assessed at the beginning of camp for any bumps, bruises, and rashes, or any other symptoms in order to have the awareness of conditions to start with.

An orange backpack is available to carry first aid supplies gathered from the tote in the storage room in the dining hall bathroom building. A first aid kit is kept in the kitchen and one on the wall in the dining room. An AED is hanging on the west wall of the dining room.

Medications campers take at home are collected and stored in the locked yellow toolbox tucked in the dining hall the kitchen (keys are with the nurse and director). Store medication in plastic bags with the name of the camper, with exception of rescue inhalers and epi pens. Older youth and reunion camps frequently leave daily medications to the management by campers. We encourage everyone to store medications discreetly for the safety of others and attendants. A medication administration sheet is organized to make sure meds are given as directed. Any "as needed" medications given are also noted on the administration sheet along with the reason. There is a list of standing orders in the first aid kit to guide care providers for specific types of conditions that may arise.

All injuries are to be written up on the injury sheet. One copy of the sheet should go to the caretaker, one to the camping committee, and one to the CMRB Treasurer along with any pictures and receipts.

If an individual needs first aid it is provided by the health care professional on the grounds. If the condition warrants a trip to the emergency room the director of the same gender as the individual is to take them. The director should call the parents to determine the hospital destination and have them meet them there. There may be further need of the nurse on the grounds, so the nurse stays at camp. If an ambulance is required, call one. The director should then call the parents to determine the hospital destination and have them meet there.

Sometimes the nurse is asked to teach classes, do cabin inspections, and pitch in wherever needed. With young campers (juniors) it is best if the nurse is where the campers are with the first aid kit in hand. With older campers, it is important for staff to be able to contact the nurse, but the nurse may not need to be on hand at all times. Again, the AED is housed in the dining hall.

At the end of camp, all medications must be returned to the camper. Tally sheets are placed in the notebook with the yellow toolbox. Please report any supplies that need to be replaced to the caretaker.

Camp Counselor or CIT, Counselor-in-Training

The camp counselor is an important role at a youth camp. The individual provides safety and leadership not only for his or her cabin, but other campers in the group. There are some things to consider.

Depending on the age of the campers it may be necessary to be with the campers at all times. Junior campers are grouped together and do everything as a group. They must be frequently be reminded to bathe and change clothes. Remind them that they must shower prior and after using the pool. Other campers are better off in pairs. You should always know where they are going. No boys should ever be found among the girl's cabins. And no girls should go to boy's cabins.

The camp counselor supervises campers and ensures their safety, development, spiritual growth, skill achievement, and general well-being. He or she maintains a schedule for camp participants, facilitates and creates lesson plans for daily activities, and organizes and leads various small and large group activities. They will be assigned i.e. bathroom cleaning, skits, and devotions as a group.

It is wise to pack materials for skits for camp fire and devotions for the whole camp and for quiet time before lights out based on daily themes. Sometimes directors will take cabin worship centers into account as part cabin cleanliness inspections held daily to help keep some order to the cabins.

Sometimes counselors decorate cabins and bring items like bookmarks or hats to bring the occupants together. A changing area might be considered a good thing to construct. Bringing an alarm clock, extra scriptures, linens, toiletries, sunscreen, flashlight, and bug spray along with a campfire blanket is a good idea. A water cooler and glasses are often a welcome addition to the cabin.

At the beginning of camp, greet the campers and learn your campers' names. Help make beds and set up the cabin. At the end of camp, make sure everything that came with each camper goes home with the original owner. The cabin should be swept and the trash emptied prior to your leaving. Report any broken equipment to the directors when it happens.

The camp counselor may perform a variety of tasks in a summer camp setting including recreation activities, arts and crafts, sports, games, drama performances and camping and hobbies.

Though it is important to maintain order, actual disciplinary actions are carried out by the directors. The counselor is the buddy, let the directors be the heavy weight. Counselors are the individuals closest to the campers and may be the first to recognize spiritual or emotional problems. They should feel free to share this information with other staff members for support and guidance.

Responsibility. There is no greater responsibility than caring for other people's children.

Required skills/abilities.

- Enthusiastic and positive attitude.
- Excellent communications skills.
- Ability to learn and enforce the camp safety and operating rules.
- Attend staff meetings.
- Pass background screenings.

Budget Considerations

The following budget guidelines should be following for your camp/retreat. We recognize that each camp will be unique, and the first priority is leading youth to Jesus Christ, but we do have a financial stewardship as well and hope this will help in planning. Also, there will be staff to feed which adds to the food costs.

Camp Fees

Fees for camps and retreats are outlined below. Note, a price break is offered for early registration for camps, and that price break ends 2 weeks before camp starts. No price break is offered for retreats.

Camp/Retreat	Early Registration Fee	Fee
Junior Camp	-\$20 Posted Fee	Posted
Junior High/Senior High/Older Youth Camp	-\$20 Posted Fee	Posted
Junior Retreat	NA	Posted
Junior High/Senior High/Older Youth Retreat	NA	Posted

One Week Camp Budget

Item	% Total Cost (Camps)
Campground usage fee is \$12.00 per day per camper	39%
Food per meal	42%
Crafts and class material	8%
T-shirts per camper	7%
Camp Log and other items	4%
Total	100%

Retreat Budget

Item	Total Cost (Retreats)
Campground usage fee is \$12.00 per day per camper	34%
Food per meal	56%
Class materials	10%
Total	100%

Planning Timeline Guidelines and Tips

The following suggestions will help you plan for a successful camp/retreat. Be sure to start the planning process as early as possible. You can't start too early! At any stage of the planning process, or during the camp/retreat, please reach out to the camping committee with questions or concerns.

6 MONTHS before the camp.	3 MONTHS before the retreat.
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- Begin to pray over your staff-ask the Lord who would be best, then listen to His Voice and act on it.
- Arrange at least half of the following core staff members: Pastor, Head Cook, Campfire Director, Nurse, Counselors (Recommended Ratio: 1 counselor for every 4-7 campers.)
- Review budget guidelines and the Financial Report that will need to be completed at the end of the camp/retreat.

6 MONTHS before the camp.	2 MONTHS before the retreat.
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- Director and Camp Pastor ask God for direction on the given theme. As much as having the right theme is critical to a camp/retreat, so is knowing what to do with it.
- Choose scriptures to support the theme.
- Plan the program and activities of the camp/retreat.
- Define classes to offer to support the theme and program needs.
- Coordinate with the cooks.

4-5 MONTHS before the camp.	1-2 MONTHS before the retreat.
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- Evaluate staffing needs and recruit more if needed. (Remember, the recommended ratio for counselors is 1 counselor for every 4-7 campers. Consider the experience of your counselors when making these choices, the more inexperienced the counselors, the smaller you will want your counselor/camper ratio to be.)
- Delegate assignments to staff members. (Camp/retreat roles such as recreation leader, KP leader, and campfire leader are examples of assignments to delegate).
- Complete the Staff List form.
- Schedule and conduct first staff meeting. Staff meetings should include worship and prayers for the camp/retreat, as well as planning the program. During this meeting, communicate the camp/retreat focus, and the goals and responsibilities for each staff member. Clear communication and understanding of expectations can assist in the development of unity among the staff.
- Hold staff meetings on campgrounds. This is centrally located for most people and helps new staff to get to know the grounds.
- Invite Camping Committee members and Campground Caretaker to staff meetings. (A committee member and caretaker should be invited to your first and last meeting to help prevent any misunderstandings and help with communication of events.)

2 MONTHS before the camp.**1 MONTH** before the retreat.

- Create a checklist of all supplies and materials to take with you to camp.
- Schedule and conduct a second staff meeting during this time.

1 MONTH before the camp.**2 WEEKS** before the retreat.

- Make contact with the Campground Caretaker prior to the camp/retreat to make any special arrangements.
- Work on cabin assignments, work assignments, and thank you notes.
- Check online registrations.
- Send email communication to campers. Specifically think about issues that might create difficulties at the camp/retreat and address those areas. For example, the dress code and bringing snacks and drinks have been issues in the past.

1 WEEK before the camp.**1 WEEK** before the retreat.

- Coordinate with registrar to get a "head count" and an updated spreadsheet of registered campers and payment status.
- Download from the Director's Resources on the website a copy of the financial spreadsheet that you must fill out for your camp/retreat.
- Ensure your cook is in contact with the kitchen coordinator for updated kitchen inventory and coordinate with cooks to see if they need help getting food to the camp/retreat.
- Contact the Campground Caretaker for last minute changes or additions.

THE DAY OF THE CAMP/RETREAT.

- Check in with Campground Caretaker at least one hour before staff or campers arrive, for any keys, arrangements, and a walk through with caretaker.
- Recommend having staff come at least 2 hours early to have a staff prayer service prior to the arrival of the youth. (Youth often arrive early.)
- Make sure all staff knows who is responsible for what roles. Organize sign in and have staff ready to greet campers!
- Check in campers and collect any fees brought by the camper. The treasurer will be responsible for collecting any fees that are *not prepaid or paid at registration*.

DURING THE CAMP/RETREAT.

- Be flexible during the camp/retreat. Be willing to adjust the schedule as you feel led to best meet the needs of the camp/retreat.
- ALWAYS REMEMBER - Bring MINISTRY to the youth - Do whatever it takes to do just that.

AFTER THE CAMP/RETREAT

- Complete walkthrough with Caretaker(s).

Tips for a Successful Camp/Retreat

- Get staff from a variety of branches.
- Have a good balance of age ranges in your staff to ensure a good balance of maturity and energy.
- Select staff that tolerate youth – understand and love them.
- Have two youth help plan the camp/retreat. Get a fresh viewpoint.
- Encourage total involvement.
- Discourage any staff from leaving during week/weekend.
- Have Saints back home specifically pray for each youth and each staff.

Emergency Situations

Tornado Warning

- In case of a tornado warning cover should be taken until all clear is given.
- Storm shelters include RV restrooms, pool restrooms, or the basement of the caretaker house. If unable to take shelter in one of these areas, then the cabins in Happy Hollow, dining hall restrooms, and the restrooms behind the tabernacle would be other options.
- If staying in a tent, camper trailer or RV, shelter should be taken in other areas as mentioned. Do not take shelter in kitchen, dining hall or youth chapel because the number windows and other objects could prove to be dangerous.

Earthquake

In case of an earthquake if in cabins get under beds, if in the Tabernacle get close to a steel post. If outside and no shelter is available move away from power lines and get close to trees to help with cover. If in dining hall or kitchen take shelter under tables, counters or anything that can protect you from falling debris.

Flooding/Running water

If flooding or running water occurs get out of low areas such as Happy Hollow and stay away from the Tabernacle and Youth Chapel since it is close to the lake. Go to higher ground for safety. RV restrooms and the caretakers house would be good options.

Armed Intruder

This campground has been set aside for the express purpose of strengthening personal and corporate relationships with Jesus Christ. Activities should begin with prayer for the presence of the Holy Spirit and safety for all involved. However, we live in a world that is unpredictable, God does not interfere with the exercise of man's agency. With this in mind the following procedure has been developed.

In the event of appearance of an armed intruder:

- Call 911 and report the danger.
- Lead campers away to safe areas out of view of the shooter away from doors and windows.
- Lock and block doors to prevent entry.
- Hide. Do not make noise. Put phones on silent.
- If the intruder enters the space for confrontation use any item available to fight off attacker.
- When the event is over, meet at the dining hall and account for all individuals registered to be on the grounds.
- Call parents. Assure them that their children are ok or not and adjourn camp.
- Call a member of the camping committee and fill out an incident report.

Suicidal Thoughts

This campground has been set aside for the express purpose of strengthening personal and corporate relationships with Jesus Christ. Activities should begin with prayer for the presence of the Holy Spirit and safety for all involved. However, we live in a world that is unpredictable, God does not interfere with the exercise of man's agency. With this in mind the following procedure has been developed.

In the event of an individual expressing thoughts of killing themselves:

- Remove the individual from the group and assign a staff member of the same gender to stay with that person.
- Call for administration if the individual is agreeable.
- Call parents.
- Transport to an emergency room for evaluation and treatment at direction of the parents.
- Call a member of the camping committee and fill out an incident report.

Injuries and Illnesses

More details can be found under the Camp Nurse section. Here is a quick list for injuries and illnesses:

- Address the situation.
- If a hospital run must be made call the parents. The director that is the same gender as the camper goes to the hospital.
- If necessary, call 911.
- File an incident report with the caretaker and the camping committee.

Assault/Abuse

All staff members are to complete this course once: www.protectmokids.com

Before calling the state tell the camp director of the situation who in turn will call the pastor of the camper's congregation to see if an investigation has already been initiated. A decision will be made from there.

Missouri law requires that any person responsible for the care and safety of a child under 18 has the responsibility to report any reasonable cause to suspect abuse or neglect. That person is

REQUIRED to report suspicions to Children's Division of the Missouri Department of Social Services. You can call the hotline number at **1-800-392-3738**. As a mandatory reporter you will not remain anonymous.

Anyone speaking with a child should maintain control of their own emotions. Take the following steps to make sure the child is safe and he/she needs:

- Listen carefully. It is our job to make the child feel heard. Give him/her your full attention and hear his/her story.
- Tell the child it is not his/her fault. Children carry guilt and shame about what has happened. Child abuse is never the child's fault.
- Tell the child you believe him/her. If the child is telling you, you are a safe person that they are asking to help. Believe them because the abuser told them you won't.
- Report to Child Protective Service or law enforcement immediately. Services will take appropriate steps to investigate. The details will be sharp in your mind. Action can be taken quickly the sooner you report.
- Don't make promises you can't keep. It's tempting to say things like "I won't tell" or "you'll never have to see that person again".
- Don't ask for more details or ask direct questions. You can run the risk of inserting your own assumptions or run the risk of harming the investigation.
- Don't confront the alleged abuser. Confrontation can put the child in danger and interfere with the investigation.
- Fill out the incident report and call a camping committee member for support.

Forms

On the next few pages, you'll find the following forms. These forms can also be found in a blue notebook by the yellow nurse's box in the kitchen.

- Staff List
- Staff Emergency Contact Information
- Cabin Sign-up Sheet
- Tax Exempt Letter
- Initial Assessment Sheet
- Med Administration Record
- CMRB Injury Report
- Odessa Hills Campground Incident Report
- CMRB Registration
- Staff Member Invoice

NOTE: when setting up your staff, keep these considerations in mind:

Camp Pastor	Sometimes a Director.
Nurse	Should not be a Counselor.
Cook	Cannot be a Counselor.
Religion Teacher	Sometimes the Pastor.
Arts & Crafts Teacher	Sometimes a Counselor.
Other Teacher(s)	Sometimes a Counselor.
Recreation Leader	Usually a Counselor.
KP Leader	Sometimes cook will arrange.
Campfire Leader	Usually a Counselor.
Logbook Coordinator	Sometimes a Counselor.

STAFF LIST

CAMP/RETREAT:		
Position	Name	Phone Number
Director		
Director		
Camp Pastor		
Nurse		
Cook		
Religion Teacher		
Arts & Crafts Teacher		
Other Teacher		
Other Teacher		
Other Teacher		
Other Teacher		
Other Teacher		
Recreation Leader		
KP Leader		
Campfire Leader		
Logbook Coordinator		
Girls Counselor 1		
Girls Counselor 2		
Girls Counselor 3		
Girls Counselor 4		
Girls Counselor 5		
Girls Counselor 6		
Girls Counselor 7		
Girls Counselor 8		
Boys Counselor 1		
Boys Counselor 2		
Boys Counselor 3		
Boys Counselor 4		
Boys Counselor 5		
Boys Counselor 6		
Boys Counselor 7		
CIT		
CIT		

CAMP STAFF EMERGENCY INFORMATION

Emergency information for each staff member should be collected at the beginning of your event and kept on file in case of emergency or necessary medical treatment.

CAMP/RETREAT:	
Staff Member	
Address	
Phone Number:	
Emergency Contact:	
Phone Number:	
Allergies:	
Medical Conditions	
Medications and Frequency:	
Other Health Information:	

CABIN SIGN-UP SHEET

CAMP/RETREAT:

CABIN 1 - GIRLS

Counselor:	1.
2.	3.
4.	5.
6.	7.

CABIN 2 - GIRLS

Counselor:	1.
2.	3.
4.	5.
6.	7.

CABIN 3 - GIRLS

Counselor:	1.
2.	3.
4.	5.
6.	7.

CABIN 4 - GIRLS

Counselor:	1.
2.	3.
4.	5.
6.	7.

CABIN 5 - GIRLS

Counselor:	1.
2.	3.
4.	5.
6.	7.

CABIN SIGN-UP SHEET**CAMP/RETREAT:****CABIN 6 - GIRLS**

Counselor:	1.
2.	3.
4.	5.
6.	7.

CABIN 7 - GIRLS

Counselor:	1.
2.	3.
4.	5.
6.	7.

CABIN 8 - GIRLS

Counselor:	1.
2.	3.
4.	5.
6.	7.

CABIN 9 - BOYS

Counselor:	1.
2.	3.
4.	5.
6.	7.

CABIN 10 - BOYS

Counselor:	1.
2.	3.
4.	5.
6.	7.

CABIN SIGN-UP SHEET**CAMP/RETREAT:****CABIN 11 - BOYS**

Counselor:	1.
2.	3.
4.	5.
6.	7.

CABIN 12 - BOYS

Counselor:	1.
2.	3.
4.	5.
6.	7.

CABIN 13 - BOYS

Counselor:	1.
2.	3.
4.	5.
6.	7.

CABIN 14 - BOYS

Counselor:	1.
2.	3.
4.	5.
6.	7.

CABIN 15 - BOYS

Counselor:	1.
2.	3.
4.	5.
6.	7.

Tax Exempt Letter

John R. Ashcroft Secretary of State
 2019-2020 BIENNIAL REGISTRATION REPORT
 NONPROFIT

N00052503
Date Filed: 6/23/2019
John R. Ashcroft
Missouri Secretary of State

I ELECT TO FILE A BIENNIAL REGISTRATION REPORT

SECTION 1, 3 & 4 ARE REQUIRED

REPORT DUE BY: 8/31/2019

N00052503
 CENTRAL MISSOURI RESTORATION BRANCHES OF THE CHURCH OF JESUS CHRIST,
 DONALD E. FRANKLIN
 706 S. CLAY
 HOLDEN MO 64040

ORGANIZED UNDER THE LAWS OF: <u>Missouri</u>	
PRINCIPAL PLACE OF BUSINESS OR CORPORATE HEADQUARTERS: * <u>6305 Odessa Hills Road</u> (Required)	
STREET <u>Odessa MO</u>	ZIP <u>64076-7329</u>
CITY / STATE	ZIP

If changing the registered agent and/or registered office address, please check the appropriate box(es) and fill in the necessary information.

The new registered agent
 IF CHANGING THE REGISTERED AGENT, AN ORIGINAL WRITTEN CONSENT FROM THE NEW REGISTERED AGENT MUST BE ATTACHED AND FILED WITH THIS REGISTRATION REPORT.

The new registered office address
 Must be a Missouri address. PO Box alone is not acceptable. This section is not applicable for Banks, Trusts and Foreign Insurance.

OFFICERS NAME AND PHYSICAL ADDRESS (P.O. BOX ALONE NOT ACCEPTABLE). MUST LIST PRESIDENT AND SECRETARY BELOW		BOARD OF DIRECTORS NAME AND PHYSICAL ADDRESS (P.O. BOX ALONE NOT ACCEPTABLE). MUST LIST AT LEAST THREE DIRECTORS BELOW	
A		B	
PRESIDENT	<u>Brown, Michael</u> <u>512 S. Sandia Dr.</u> <u>Concordia MO 64020</u>	NAME	<u>Ludy, Paul</u> <u>2863 Quarry Rd</u> <u>Bates City MO 64011</u>
SECRETARY	<u>Ludy, Paul</u> <u>2863 Quarry Rd.</u> <u>Bates City MO 64011</u>	NAME	<u>Brown, Michael</u> <u>512 S. Sandia Dr.</u> <u>Concordia MO 64020</u>
TREASURER	<u>Marsh, Larry</u> <u>706 S. Clay</u> <u>Holden MO 64040</u>	NAME	<u>Marsh, Larry</u> <u>706 S. Clay</u> <u>Holden MO 64040</u>
STREET		NAME	
CITY/STATE/ZIP		STREET	
		CITY/STATE/ZIP	

NAME AND ADDRESSES OF ALL OTHER OFFICERS AND DIRECTORS ARE ATTACHED

The undersigned understands that false statements made in this report are punishable for the crime of making a false declaration under Section 575.060 RSMo. Photocopy or stamped signature not acceptable.

4 **Authorized party or officer sign here** Larry Marsh (Required)

Please print name and title of signer: Larry Marsh / Treasurer
 NAME TITLE

REGISTRATION REPORT FEE IS:
 \$20.00 if filed on or before 8/31/2019
 \$25.00 if filed after 9/30/2019

Corporation will be administratively dissolved if report is not filed by 11/29/2021.

WHEN THIS FORM IS ACCEPTED BY THE SECRETARY OF STATE, BY LAW IT WILL BECOME A PUBLIC DOCUMENT AND ALL INFORMATION PROVIDED IS SUBJECT TO PUBLIC DISCLOSURE

E-MAIL ADDRESS (OPTIONAL): _____

REQUIRED INFORMATION MUST BE COMPLETE OR THE REGISTRATION REPORT WILL BE REJECTED
 RETURN COMPLETED REGISTRATION REPORT AND PAYMENT TO: Secretary of State, P.O. Box 778, Jefferson City, MO 65102

CMRB INJURY REPORT

Incident Date:	Incident Time:
Camp/Retreat/Reunion Name:	
Injured Person's Name:	
Male/Female:	Date of Birth:
Injured Person's Home Address:	
Phone number (Camper or Parent):	
Details of the Incident: (use the back if you need more room)	
Was anyone else involved (circle)	Yes or No
If Yes, please name them here:	
Does the injury require hospital/physician care off the grounds?	Yes or No
Hospital/Physician Name:	
Address of Hospital/Clinic/Urgent Care:	

Camp Nurse Signature:	Date:	
------------------------------	--------------	--

If report is prepared by someone other than the camp nurse sign here:	
What is your camp role:	Date:
<i>Copies to caretaker, camp committee, and CMRB Treasurer</i>	

CMRB REGISTRATION AND CAMP GUIDELINES

Primary Contact Name:				T-Shirt Size:	
Email Address:					
Phone Number:					
Street Address:					
City:		State:		Zip Code:	
Home Branch:					
Other Adults Attending:				T-Shirt Size:	
Priesthood Offices Available for Services:					
Children's Names and Ages:					
	T-Shirt Size:		T-Shirt Size:		T-Shirt Size:
	T-Shirt Size:		T-Shirt Size:		T-Shirt Size:
	T-Shirt Size:		T-Shirt Size:		T-Shirt Size:
	T-Shirt Size:		T-Shirt Size:		T-Shirt Size:
Allergies:					

Camp Guidelines:

Participation:

Because we're at camp to learn more about our relationship with our Heavenly Father, it will also be important to grow in our relationship with each other by participating in all camp activities. It is also to be expected that each camper will be helping with cleaning up and other chores that may be necessary.

Miscellaneous:

- NO PETS
- NO BICYCLES OR OTHER MODES OF TRANSPORTATION other than what are already on the campgrounds.
- Lakes: life jackets must be worn while canoeing without an adult 18 years or older.
- No swimming in the lakes at any time.
- Leave all plants and animals alone.
- No profanity or innuendo.
- No weapons of any kind.

Continues on back...

Food Allergies:

If a camper has food allergies it is the parent/guardian's responsibility to contact the cook prior to camp, discuss the camper's need and provide food substitutions if necessary. It is the cook's responsibility to provide a menu and work with the families to determine what substitutions are necessary and reasonable. This only applies to medical needs and not food preferences.

Off limits!

Kitchen food supply areas are restricted.
Additional restricted areas may be determined by the directors.

Dating relationships:

Please use this time to build up your relationship with God instead of building a romantic pursuit. Stay public and take a break from hand holding, hugging, kissing, etc.

Electronic Devices:

Because we're taking time out from the usual activities that might distract us, please leave any such items such as MP3 players, radios, portable game systems, and phones, etc. at home.

Substances:

Items such as tobacco, alcohol and illegal drugs are prohibited, as campers should be receiving a spiritual high that will surpass any man-made chemical.

Dress Respectfully:

- Footwear needs to be worn at all times.
- Shirts should be worn except in the pool.
- Please no tube tops, spaghetti straps or halter tops.
- No clothing with logos conveying a drug, alcohol, anti-Christian themes
- No short shorts or skirts.
- Any unacceptable clothing will need to be covered with a colored t-shirt

Legal:

I recognize that rules and Christian behavior are required in order to meet the goals of the camp. I will behave accordingly.

I also recognize that there are risks involved. In participating in this event and hereby assume all risk of injury (mental, physical, spiritual), illness, harm, damage, or death to participants in connection with his/her participation in this activity.

To the fullest extent permitted by law, I release Odessa Hills Campground, its trustees, officers, directors, employees, agents and representatives from any injury, illness, harm, damage or death which may occur to myself or my minor child(ren) while participating in the activities and agree to save and hold harmless Odessa Hills Campground, its trustees, officers, directors, employees, agents and representatives from any claims arising out of my participation in the activity.

Signature:

Camper	Adult	Date

Campgrounds Check In/Out Information

On the next few pages, a series of check lists have been provided that will guide the Check in/Check out procedures with the Caretakers.

How we leave the grounds when we leave is our witness to others coming on the grounds after us. Let us be valiant in this witness.

D&C 28:9 says that all things are spiritual unto God so help your campers understand that these chores are important to the Lord and help us learn Zionic principles of cooperation and working together for the good of all. Encourage the counselors to set the example for their campers by embarking on these tasks in a cheerful manner.

BEFORE THE START OF CAMP

Director(s) will walk the grounds with the caretaker(s) at least one hour before camp staff arrives. Check off that all amenities are clean, open if needed, and locked if not needed.

AT THE END OF CAMP

Designate staff and campers to complete all activities from each checklist. When complete, staff member in charge initials the checklist.

The director(s) and caretaker(s) will conduct a final walkthrough to ensure all items have been completed. Address any issues or concerns discovered during the walkthrough. Both parties initial each of the checklists.

Completed checklists should be given to the caretaker(s) if requested.

CHECK LISTS INCLUDE:

- Cabins & Grounds
- Restrooms
- Dining Hall
- Kitchen

CABINS & GROUNDS CHECK LIST

CAMP/RETREAT:		
Check In	Check Out	CABINS
<input type="checkbox"/>	<input type="checkbox"/>	Have campers' belongings packed and out of cabin.
<input type="checkbox"/>	<input type="checkbox"/>	Cabin must be swept, and any trash removed. (Put trash in dumpster behind dining hall).
<input type="checkbox"/>	<input type="checkbox"/>	Replace trash bag in can.
<input type="checkbox"/>	<input type="checkbox"/>	Move all bunks away from walls before sweeping to help with clean-up and check for any lost items.
<input type="checkbox"/>	<input type="checkbox"/>	Check walls and ceiling for cobwebs.
<input type="checkbox"/>	<input type="checkbox"/>	Put all bunks back in original position.
<input type="checkbox"/>	<input type="checkbox"/>	Pick up litter from grounds around cabins.
<input type="checkbox"/>	<input type="checkbox"/>	Close door. <u>DO NOT LOCK DOOR</u> . Caretaker will do that at time of final inspection.
Check In	Check Out	GROUNDS:
<input type="checkbox"/>	<input type="checkbox"/>	All Athletic equipment should be collected and given to camp director. (Director can check equipment in with caretaker if it is campground property).
<input type="checkbox"/>	<input type="checkbox"/>	All Canoes, paddles, lifejackets, put away properly in Canoe Hut.
<input type="checkbox"/>	<input type="checkbox"/>	Pick up all litter from the grounds.
<input type="checkbox"/>	<input type="checkbox"/>	Look for personal items that may have been left by a camper and place in central location for the inspection of campers.
<input type="checkbox"/>	<input type="checkbox"/>	Any outside trash cans dumped in dumpster behind dining hall and trash liners replaced.
<input type="checkbox"/>	<input type="checkbox"/>	Any other equipment must be returned to proper storage as directed by caretaker, i.e. bows/arrows, straw, plastic slide, etc.
CHECK IN SIGNATURES:		
Director:		
Caretaker:		
CHECK OUT SIGNATURES:		
Staff:		
Director:		
Caretaker:		

RESTROOM CLEANING CHECK LIST

REMEMBER: There are bathrooms behind the dining hall, down by the pool, on top of the hill by the boys' cabins and if it has been used, at the back of the tabernacle. Make sure all bathrooms have someone assigned to clean them.

CAMP/RETREAT:

Check In	Check Out	SINKS:
<input type="checkbox"/>	<input type="checkbox"/>	Clean sinks and countertops with cleaner provided.
<input type="checkbox"/>	<input type="checkbox"/>	Wipe down mirrors with glass cleaner and paper towels.
<input type="checkbox"/>	<input type="checkbox"/>	Make sure paper towels are in dispensers.
<input type="checkbox"/>	<input type="checkbox"/>	Make sure soap is clean and full. (Caretaker can provide additional soap for refills.)
In	Out	STOOLS & URINALS:
<input type="checkbox"/>	<input type="checkbox"/>	Disinfect with cleaner provided. Use brush on inside and wipe down outside with paper towels.
<input type="checkbox"/>	<input type="checkbox"/>	Make sure all stalls have toilet paper. Make sure not to get paper wet during cleaning.
<input type="checkbox"/>	<input type="checkbox"/>	Flush all toilets and urinals to finish.
In	Out	SHOWER STALLS:
<input type="checkbox"/>	<input type="checkbox"/>	Remove all razors, soap, shampoo, towels, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Remove any paper wrappers, rubber bands, hair, etc. before turning on shower and spraying down floor.
<input type="checkbox"/>	<input type="checkbox"/>	Close all shower curtains to prevent mold.
In	Out	TRASH:
<input type="checkbox"/>	<input type="checkbox"/>	Remove trash and put in dumpster behind dining hall.
<input type="checkbox"/>	<input type="checkbox"/>	Make sure all little trash cans near toilets are dumped (on girls side).
<input type="checkbox"/>	<input type="checkbox"/>	Replace trash bags.
In	Out	FLOOR:
<input type="checkbox"/>	<input type="checkbox"/>	Sweep out all dirt, paper, debris, and mop with bleach water.
In	Out	MISCELLANEOUS:
<input type="checkbox"/>	<input type="checkbox"/>	Close all windows, turn off lights, and close doors.
<input type="checkbox"/>	<input type="checkbox"/>	<u>Do not lock bathrooms.</u> Caretaker will do it at final inspection.

CHECK IN SIGNATURES:

Director: _____
 Caretaker: _____

CHECK OUT SIGNATURES:

Staff: _____
 Director: _____
 Caretaker: _____

DINING HALL CLEANING CHECK LIST

NOTE: if something gets broken, or damaged, the director will report it immediately to the campground's caretaker. The faster it is taken care of the better for all. PLEASE do not try to fix it yourself and not report it. As a camp director focus on the campers and let the fixing be done by the caretaker or an agreed upon person. Thank you.

CAMP/RETREAT:		
Check In	Check Out	LOST AND FOUND:
<input type="checkbox"/>	<input type="checkbox"/>	Clean off books, jackets, towels, etc. from fireplace and around the room.
<input type="checkbox"/>	<input type="checkbox"/>	Put all lost and found items on a bench outside for claiming.
In	Out	TABLES and CHAIRS:
<input type="checkbox"/>	<input type="checkbox"/>	Wipe down all tables and chairs using a dishcloth with Clorox water.
<input type="checkbox"/>	<input type="checkbox"/>	Dry off tables and chairs with towel. Let tables air dry completely.
<input type="checkbox"/>	<input type="checkbox"/>	Once tables are <u>COMPLETELY DRY</u> you can stack one on top another under window by fireplace.
<input type="checkbox"/>	<input type="checkbox"/>	Hang chairs on chair hanger. DO NOT PUT CHAIRS AGAINST WALL.
In	Out	WALLS:
<input type="checkbox"/>	<input type="checkbox"/>	Wipe down walls around doors, K.P. window, and Serving window using a dishcloth with Clorox water.
<input type="checkbox"/>	<input type="checkbox"/>	Wipe down walls where shoe/scuff marks have occurred. Using a dishcloth with Clorox water.
<input type="checkbox"/>	<input type="checkbox"/>	Make sure all decorations are off walls, and paperwork off bulletin boards.
In	Out	WINDOWS:
<input type="checkbox"/>	<input type="checkbox"/>	Make sure all windows are shut and latched.
<input type="checkbox"/>	<input type="checkbox"/>	Clean all spider webs and debris from windowsills, and corners of dining hall.
In	Out	TRASH:
<input type="checkbox"/>	<input type="checkbox"/>	Empty all trash cans in dumpster behind dining hall.
<input type="checkbox"/>	<input type="checkbox"/>	Replace trash liners.
In	Out	FLOOR:
<input type="checkbox"/>	<input type="checkbox"/>	Sweep floor completely.
<input type="checkbox"/>	<input type="checkbox"/>	Mop with clean Clorox water. (Change water at least 2 times during mopping).
<input type="checkbox"/>	<input type="checkbox"/>	Lock doors as you mop your way to kitchen to ensure campers stay out and dining hall stays clean.
CHECK IN SIGNATURES:		
Director:		
Caretaker:		
CHECK OUT SIGNATURES:		
Staff:		
Director:		
Caretaker:		

KITCHEN CLEANING CHECK LIST

Thank you very much for your time and effort to help keep our kitchen clean and ready for the next camp cook. If we all use the same cleaning list, then we should all come into a clean kitchen!

CAMP/RETREAT:

Check In	Check Out	WIPE DOWN: (Can use a dishcloth with Clorox water or hot sudsy water.) Please <u>DO NOT USE ABRASIVES OR SCRATCH PADS ON STAINLESS STEEL.</u>
<input type="checkbox"/>	<input type="checkbox"/>	Check for spills in cooler and wipe as needed.
<input type="checkbox"/>	<input type="checkbox"/>	Wipe off outsides of freezers as needed.
<input type="checkbox"/>	<input type="checkbox"/>	Wipe walls near door and serving window where garbage can sits.
<input type="checkbox"/>	<input type="checkbox"/>	Wipe down Convection oven inside and out. (Can use oven spray if there is a spill inside.)
<input type="checkbox"/>	<input type="checkbox"/>	Wipe down Conventional oven doors. (Can use oven spray if there is a spill inside.)
<input type="checkbox"/>	<input type="checkbox"/>	Wipe down back splash on grill.
<input type="checkbox"/>	<input type="checkbox"/>	Wipe off mixer and mixer stand.
<input type="checkbox"/>	<input type="checkbox"/>	Wipe down all surfaces used for food preparation.
In	Out	SINKS:
<input type="checkbox"/>	<input type="checkbox"/>	Clean all sinks with disinfectant.
<input type="checkbox"/>	<input type="checkbox"/>	Run bleach water through power cycle in back sink.
<input type="checkbox"/>	<input type="checkbox"/>	Take out the filter on the back sink and make sure all the food is cleaned out behind the filter.
In	Out	DISHES:
<input type="checkbox"/>	<input type="checkbox"/>	Put all dishes, trays, pots and pans, baking trays, etc. in proper place. <u>DO NOT LEAVE ANY DISHES ON DRYING RACK.</u>
In	Out	FLOOR:
<input type="checkbox"/>	<input type="checkbox"/>	Place stools upside-down on counter
<input type="checkbox"/>	<input type="checkbox"/>	Move rubber mats outside to be hosed down. Leave outside to dry off before moving back in.
<input type="checkbox"/>	<input type="checkbox"/>	Mop floor with Clorox water. (Remember to get floor inside cooler.)
In	Out	GRILL/RANGE:
<input type="checkbox"/>	<input type="checkbox"/>	Clean out drip pans from grill and range.
<input type="checkbox"/>	<input type="checkbox"/>	Replace tin foil under range area as needed.
<input type="checkbox"/>	<input type="checkbox"/>	Clean grill with scrubbing brick and scraper.
<input type="checkbox"/>	<input type="checkbox"/>	Wipe with paper towels first and then a grill rag
<input type="checkbox"/>	<input type="checkbox"/>	Spray a light coating of olive oil on grill, wipe lightly again with paper towel.
<input type="checkbox"/>	<input type="checkbox"/>	Cover grill with two baking sheet pans.
<input type="checkbox"/>	<input type="checkbox"/>	Remove range burners and clean as needed.
<input type="checkbox"/>	<input type="checkbox"/>	Clean under the burners.

List continues the next page . . .

In	Out	MISC:
<input type="checkbox"/>	<input type="checkbox"/>	Take all trash out of all trash cans and put in dumpster.
<input type="checkbox"/>	<input type="checkbox"/>	Replace trash can liners.
<input type="checkbox"/>	<input type="checkbox"/>	Put all used towels, aprons dishcloths in clothes basket.
CHECK IN SIGNATURES:		
Director:		
Caretaker:		
CHECK OUT SIGNATURES:		
Staff:		
Director:		
Caretaker:		