

HOUSING/REGISTRATION

This committee consists of 2-3 people who are responsible for collection of weekend fees for both pilgrims and team members staying the weekend at the camp, greeting pilgrims and their sponsors, and posting the bed and door tags prepared by the registrar.

The responsibilities of this committee are:

The housing team is to provide the registrar with a list of people that are staying the weekend. Work closely with the registrar on the housing. When possible work on the lodging diagram at the team meetings with the registrar. The lay director will assign the lodging accommodations for the weekend for both pilgrims and inside team members. The lay director will turn the bunk assignments into the registrar by the last team. The outside team will be housed in the bunk house. We have only one wheelchair accessible bunk house available (Building 1 Bottom). If outside team members require special needs then we will need to decide at the team meetings how to handle those requests.

Receive all payments for team members for housing and meals. Team members who plan to eat select meals should sign up for these meals prior to the walk weekend even if they are not staying the night. Collect those fees along with the lodging fees. Should a team member need sponsorship please have them complete a sponsorship form and return this document to the community lay director. The sponsorship covers half the fee, the remaining fee will have to be paid. All monies received should be recorded and balanced with the number of meals and the type of accommodations provided on the attached form and given to the outside board representative. Should a team member need special diet requirements notify the kitchen committee.

Prior to Thursday evening, contact the registrar to obtain a listing of Pilgrim Balances Due. The balances will be collected at the time of pilgrim registration. (Pilgrims attending on Scholarship will also be noted so that fees will not be collected from these individuals.) All team member balances should be collected on Thursday evening if not before.

Set up the Registration Table no later than 6:00 P.M. Thursday evening. It is best to have a minimum of two people to assist with registration. One person should be provided to help the humble servants show the pilgrims to their bunks and to act as guide. This person has a copy of the bunk assignments and can direct the pilgrims to the correct building and bunk. Should there be a problem then the Registrar and lay director/asst lay directors will need to re-arrange the bunk assignments.

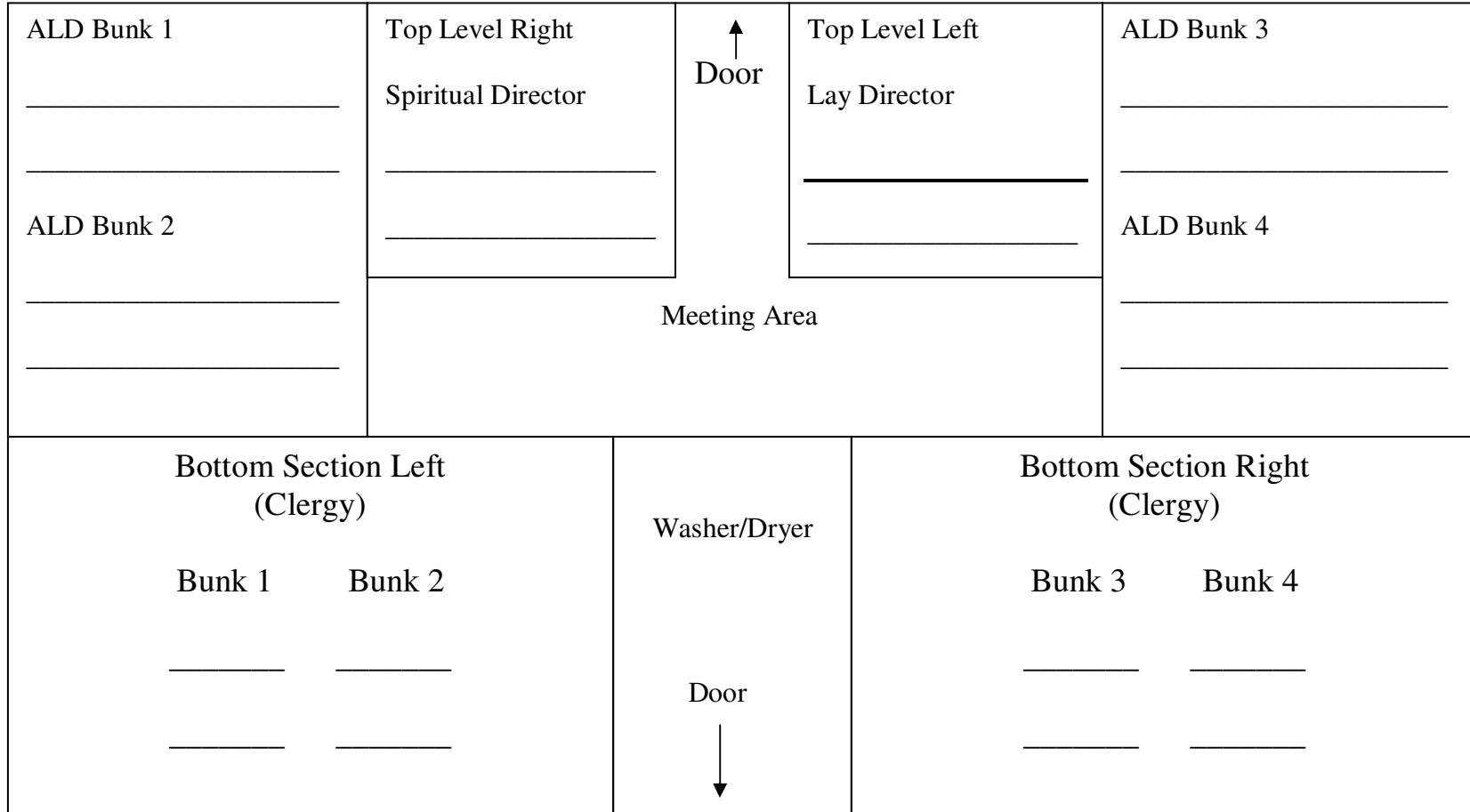
Greet each pilgrim as they arrive. Give them their nametag (provided by the community Registrar), provide their bunk/building assignment, and collect any outstanding balances due.

MONEY GOES TO OUTSIDE BOARD REPRESENTATIVE FOR THE WEEKEND OR COMMUNITY TREASURER.

NOTE:LAST TEAM MEETING

Get final listing of pilgrims, inside and outside team members that will be eating meals for the weekend and give that number to the kitchen committee so the food for the weekend can be provided.

Headquarters (Command Center)



TL/ATL Bunkhouse Bottom Level Building # 1

<p style="text-align: center;">Back Section C</p> <table><tr><td style="text-align: center;">TL</td><td style="text-align: center;">ATL</td></tr><tr><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr><tr><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr></table>	TL	ATL	_____	_____	_____	_____	<p style="text-align: center;">Back Section D</p> <table><tr><td style="text-align: center;">TL</td><td style="text-align: center;">ATL</td></tr><tr><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr><tr><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr></table>	TL	ATL	_____	_____	_____	_____
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<p style="text-align: center;">Front Section A</p> <table><tr><td style="text-align: center;">TL</td><td style="text-align: center;">ATL</td></tr><tr><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr><tr><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr></table>	TL	ATL	_____	_____	_____	_____	<p style="text-align: center;">Front Section B</p> <table><tr><td style="text-align: center;">TL</td><td style="text-align: center;">ATL</td></tr><tr><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr><tr><td style="text-align: center;">_____</td><td style="text-align: center;">_____</td></tr></table>	TL	ATL	_____	_____	_____	_____
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TL/ATL Bunkhouse Top Level Building # 1

Back Section G				Back Section H			
Bunk 1	Bunk 2	Bunk 3	Bunk 4	Bunk 1	Bunk 2	Bunk 3	Bunk 4
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Front Section E				Front Section F			
Music		Music		Music		Board Rep	
_____		_____		_____		_____	
_____		_____		_____		_____	

Kitchen Bunkhouse Top Level Building

Women's Section				Men's Section			
Bunk 1	Bunk 2	Bunk 3	Bunk 4	Bunk 1	Bunk 2	Bunk 3	Bunk 4
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Bunk 5	Bunk 6			Bunk 5	Bunk 6		
_____	_____			_____	_____		
_____	_____			_____	_____		

