Adult Responsibilities Checklist

✓ Roles and Responsibilities	Volunteer(s)
Meeting room set-up guided by lead facilitator	entire group
AV needs for lead facilitator (microphone, screen, computer/LCD connection, sound system)	
Registration (t-shirts, nametags, etc.)	entire group
Collection of signed Community Values agreement and Medical Release form AND ropes release form given to the students by camp (if required)	
Confirm over the phone any agreements or forms that are not signed by a parent or guardian	
Introductions	district leader
Adult neighborhood (with an adult student facilitator)	
Snacks	
Announcements	site coordinator
Photography and slide show	
Adult on duty serving lead facilitator (can be shared by one person from Group A and one person from Group B)	
Adult on duty serving students and student facilitators (can be shared by one person from Group A and one person from Group B)	
Attendance after breaks (count students in the room)	
Bed checks at midnight	entire group
Community Celebration set-up and tear-down (someone may be needed to light the fire around 10pm)	
Meeting room tear-down (after event is over)	entire group
Bunks/Cabin clean-up and walk-through	entire group

Supervision Times Groups

Group A	Group B