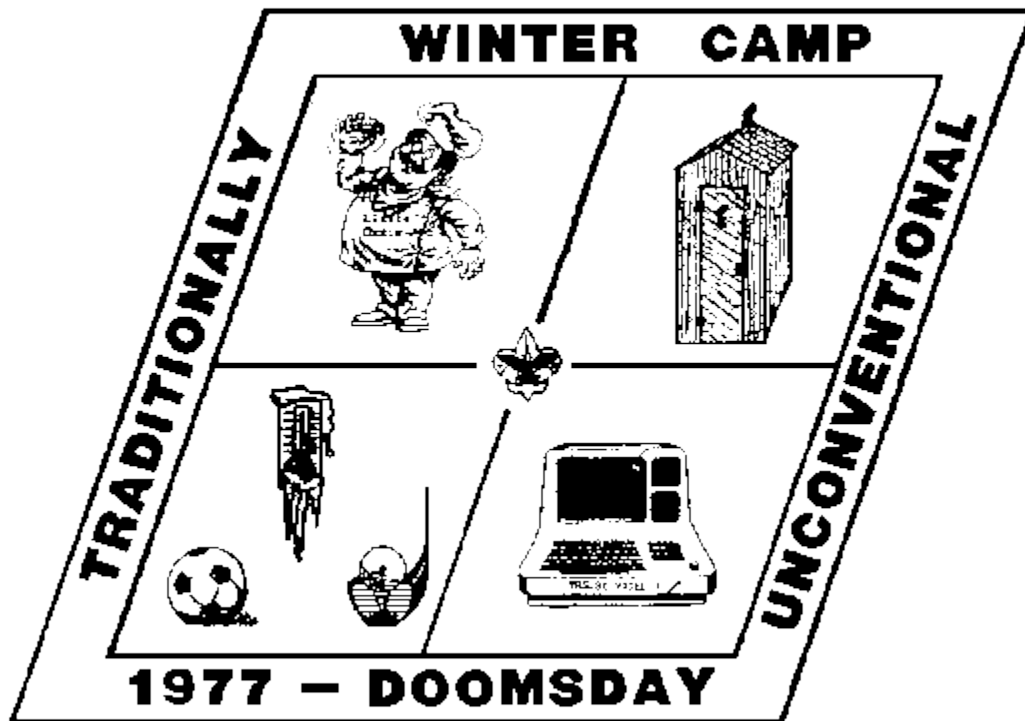


Ins and Outs of



Winter Camp

Inaugural Edition - 2020

Ins and Outs of Winter Camp

Winter Camp has a lot of gear and a fair amount of effort goes into getting things set up on the 26th and put away on the 31st. This book is aimed at explaining how that happens.

Written by Steve Donohue

Additional Content and Proofreading by

Mark “Copernicus” Bollman

Matt Grimble

Keith King

Jeff Rand

Ethan Rein

Doug Wilson

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This is the inaugural edition.

Introduction

Despite everything that happens during the course of Winter Camp, the two most hectic days are probably the 26th and the 31st. Both days are busy as we set things up and take them down respectively.

One of the issues, which I only came to understand recently, is that most people don't know what to do. They'd like to help, but they don't want to do it wrong and honestly, those in the know don't want it done wrong either. Getting it wrong on set up creates problems all week and mistakes on take down will become issues on the next set up day. Either could result in doing things twice, which no one enjoys, and we probably don't have time for.

This book lays out the tasks of Winter Camp Set up and Take-Down. It builds on and expands the content in the Leader's Guide which was just a couple of pages each. Hopefully, this is a better order and more details will help. It also expands on some tasks which didn't appear there and eliminates a few that aren't needed anymore.

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Set Up Day (aka the Ins)

Set up day is on December 26. A small (hopefully) crew of people arrive early and take care of a number of tasks which help to make Winter Camp ready to go on the 27th when others arrive. From the outside, it might look like an easy task, but honestly the crew is often busy into the wee hours of the 27th.

The crew arrives at a variety of times and so the tasks of the day sometimes move around as we wait for people and gear (mostly food) to arrive at camp.

We're going to start with the checklist and then we'll break down some of the specific tasks. We won't explain how to shovel snow, but more complex or camp-specific tasks will probably get a sentence or two. The checklist here attempts to put things in order but, as mentioned above, the arrival of gear may impact the exact timing of things on the way in.

The Set up Checklist

There is a complete checklist in Appendix I. The list below is the description of the various tasks on that checklist.

Task Details

Okay so now the details of some of these tasks. One thing you may have noticed is that setting up personal gear doesn't really appear. That's something you should find time for yourself. My advice, from personal experience, is that you should do it before bedtime. Waiting until then can really get your camp off to a bad start. You just want to go to bed except you have to get your stuff ready.

For each task there's a description or notes. There's also a resource who can help, just like in the Leader's Guide. It's not intended that the resource do this task, they're just likely to be familiar enough with the task to provide good advice or, in some cases, the right equipment to complete it.

Shovel Snow, if needed.

Jeff Rand usually brings a snow shovel for this purpose.

Resource: Jeff Rand by virtue of bringing a snow shovel.

Salt walkways, if needed.

This was more of an issue at Beaver Creek where the path into the building would quickly ice over and make the "stairs" nearly impassable.

Resource: Jeff Rand often brings salt too. If he hasn't, we can ask the rangers, or we'll need to put it on the supply list.

Retrieve supplies from Beaver Creek attic

This task often has to wait until someone arrives with a truck. There are a lot of things up there and it helps if we have a list of things we plan to use. For example, we always need the kitchen items, but we don't always need the bowling balls. Things that can be left in the attic should be.

Resource: Probably Adam Haubenstricker or Brian Mann as they will likely have the right vehicles for the job.

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Make Supply List

As the day progresses, we'll find there are things we need that we didn't expect. Some of these are predictable, like batteries for things or perhaps light bulbs. It's best to start the list early, then go over it before we go for dinner. We usually shop for the items when we buy groceries.

Resource: Kitchen Leader and/or Adviser who already have a shopping list.

Get Extra Tables & Chairs if needed

This is less of an issue than it once was; over the years, Winter Camp has acquired a number of tables of its own and frequently we can set up using only those tables. If we have to secure more it is best to have a large vehicle involved so we don't have to make too many trips. Tables are harder to find at D-bar-A than they used to be, so if we need them, we'll definitely have to ask the rangers for help finding them as well as for permission to borrow them.

Resource: Probably Adam Haubenstricker or Brian Mann as they will likely have the right vehicles for the job. Keith King to work with the rangers.

Set up and arrange tables.

Winter Camp has a number of uses for tables beyond just sitting down to eat. We typically have one table assigned for the computer/printer, one for the museum, and a few scattered around the main area for the candy machine, dishes, and cutlery, games, and other storage. The cabin will likely have folding tables with integrated seats which we'll rearrange to fit in our extra tables; we usually put a chair at each end of these tables for those who don't fit picnic tables well. The computer station will need a chair and beyond that chairs aren't required.

Resource: Steve Donohue is the king of chairs.

Confirm Service Project and day with Ranger

We typically do this in advance, but sometimes there will be changes in the project or the day of the project when we arrive. Changing the project rarely matters but changing the day will require some effort and knowing sooner is better.

Resource: Keith King

Store food in primary cabin refrigerator

When we first arrive at camp, we'll mostly have bulk meat and vegetables to deal with. Other groceries are now purchased later in the day. This is really a two-part task; we want to refrigerate meat we're going to use right away and all the veggies. We may put things we won't use for a few days in the freezer, but then we have to remember to take them out in time to thaw. Some fruits and vegetables also need refrigeration.

Resource: Kitchen Leader and/or Adviser.

Store food in secondary cabin refrigerator, if needed.

In this early round, we usually don't fill the primary refrigerator, but if we do, we can start using one in the other cabin. Generally, we try to put things we need later in the week in the second refrigerator, so we have time to bring them up when space clears.

Resource: Kitchen Leader and/or Adviser.

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Create auxiliary refrigerator on porch, if needed

This task is highly dependent on temperature. If it is below freezing and likely to stay there, we typically have to forego this option. If the temperature starts to get in the upper forties, we may only have pop stored outside.

Resource: Kitchen Leader and/or Adviser.

Wash cooking & serving items, if needed

Sometimes the things in the attic have been investigated by mice. Other times it appears they may have been put away in a less than clean state. Either way, as we begin to unpack the kitchen equipment from the attic, we often have to wash a sink full (or more) of kitchen and/or dining equipment.

Resource: Kitchen Leader and/or Adviser.

Set up cooking equipment

This is kind of a two-step process. Part of the decision is “Will we need this?” and the second part is “Where should it go?” For the most part, we try to put similar items near each other (so we don’t have cookie sheets in 3 places) and we stack things we can, so they take up less space. We also try to put pots and pans on the bottom of shelves with an eye toward reducing the mouse attraction.

Resource: Kitchen Leader and/or Adviser.

Install utensil rack

The utensil rack has a different spot in each cabin. It’s basically a board with hooks which we put up, so we don’t have to put hooks in the wall. Like the kitchen equipment, once it’s up, we need to decide which items actually need to hang on the rack and which we won’t use during the week.

Resource: Kitchen Leader and/or Adviser.

Set up rack with dishes and cutlery box

Winter Camp has a shelf which sits atop a table to make more space for dishes, glasses, and cutlery. The table should be covered with a tablecloth as should the shelf. The cutlery box should be directly on the table because it’s heavy. Everything else should be placed in a way that makes sense.

Resource: Steve Donohue

Set up dishwashing area

This mostly consists of getting out the drying racks and the towels, but it also means locating supplies like sponges, dish detergent, and scouring pads for use during the weekette.

Resource: Kitchen Leader and/or Adviser.

Set up trash and recycling bins

Hopefully, we will have bags that will fit the provided trash can(s) in the cabin. If we don’t, we typically manufacture them using cardboard boxes. It’s important to get the trash set up relatively early to avoid junk accumulating around the cabin.

We frequently set aside grocery bags and boxes on set up day for potential use later in the day or week.

Resource: Kitchen Leader and/or Adviser.

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Place and stock candy machine

The machine is heavy even when empty. Don't undertake this task alone unless you're a brute. The machine is typically placed on a table and then stocked with appropriate candy.

Resource: Doug Wilson and Alan Wilson have the keys and the knowledge to get the machine set up correctly and filled.

Set up printer

This is a task with varying importance on set up day. If we've done other things correctly, then we probably don't need it until the 27th. If we've been our typical selves, we'll need to do it sooner. We usually try to put it in a corner somewhere out of the way.

Resource: It is usually Steve Donohue's printer

Set up outdoor thermometer

The outdoor thermometer is stored with the museum gear. It needs to be set up outside out of direct sunlight.

Resource: Jeff Rand

Replace batteries in clock and adjust to WCST

This frequently becomes an item for the supply list as we typically find the battery is dead. The clock in this case refers to a large clock in the Beaver Creek building. Trout Lake also has a large clock; other cabins may not have a clock.

Resource: Alan Wilson

Organize and display camp plaques

There are a series of plaques which are hung up around the cabin. Each of them has the catchphrase for a camp. They are typically displayed in camp order (I, II, ... L). Sometimes tools will be required to get them all up. They are typically stored with the Museum gear.

Resource: Alan Wilson

Set up museum and library

The museum is a densely packed box of Winter Camp memorabilia. Before 2019, the front cover was removed and became a display, artifacts were scattered on the table and books were stacked nearby (or placed in a shelf). Starting in 2019, there is a library shelf which is used to augment the museum. The shelf fits over the museum creating a roughly 5' tall bookcase. The cover, once opened, fits on top of the shelf unit. There are shelves for books and display items and additional shelves on the side for smaller items.

Resource: Jeff Rand, Ethan Rein, and Doug Wilson

Decorate dining/activity areas

There are a variety of snowflake decorations stored in the gear; the number has been reduced greatly since the peak at Winter Camp XXV. There are still some balloons and other hanging items left as well as a flag or two. We hang these tastefully(?) around the room.

Resource: Steve Donohue

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Define location for athletic equipment storage

Winter Camp usually has a collection of balls and other items intended for use during the week. These items are often stored on the porch of the building for later use. If for some reason the outdoor space is impractical, they are stored inside. Most of the time they wind up under a table so they're out of sight. The goal is to put them all in one place so we can find them.

Resource: Keith King

Define location for board and card game storage

Card and board games are typically removed from their bag/box and then put on a table. The goal is to make it easy to see them and make the display inviting.

Resource: Steve Donohue

Finalize Duty Roster Template

We really should have the duty roster ready to go, but if we think of any additional tasks during the course of set up, we can add them before assigning responsibilities at the Orientation meeting.

Resource: Steve Donohue (by virtue of the printer).

Post menu and schedule

A printed copy of each document should be posted prominently in each cabin. While we're at it, we should make sure the recipe guide, food sheets, and menus wind up in the kitchen for use during the week.

Resource: Steve Donohue (by virtue of the printer).

Install latrine light, if needed

If we are camping somewhere with an outhouse, we install a lamp in the outhouse so you can find and use it without a flashlight.

Resource: Doug Wilson

Set up handwashing station, if needed

Really there should be a station in the latrine (if present) and in the cabin. If we have one outside, we need waterless hand sanitizer.

Resource: Jeff Rand

Place signs for Youth Protection Training (YPT) compliant latrines

If we have multiple bathrooms, we need to designate one for youth and adult rooms for each sex expected to attend Winter Camp. Sometimes there aren't enough bathrooms to have one for each. In this case two signs should be put on one and changed as needed.

Resource: Keith King

Place signs for YPT bedrooms

Similar to the bathrooms, we need to designate sleeping areas for each age and sex. Additionally, we traditionally have a geezer room for older adults and the "Donohue Suite" for the Donohues.

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Resource: Keith King

Install Winter Camp Logo sign

The logo sign is hung outdoors. It has a remote control which should be stored inside the sign. Before hanging it, we usually test it to make sure the lights come on and the remote is working. The remote often needs a new battery generating a supply list item. Sometimes we also need bulbs to replace those which have burned out.

Resource: Alan Wilson

Install Winter Camp message boards

These are a series of letters on rhombuses and of Roman numerals on slightly larger rhombi. We typically hang "Welcome to Winter Camp" and the number to start, although sometimes we put up something thematic. At Beaver Creek, there are eyes in the porch to make this easy. At other cabins, we typically suspend them from ropes.

Resource: Adam Haubenstricker, Keith King

Install MASH-style Signpost

Since Winter Camp XXXII, we've had a signpost pointing to a number of points of interest in the Winter Camp Universe (and out of it). The sign has to be assembled by screwing the directional arrows to it and then it should be placed outside. Sometimes it is placed in a hole, more commonly it is lashed to an existing post. Attaching the signs is much easier if you use a screwgun.

Resource: Keith King

Retrieve Time Capsule

The time capsule is buried at the CHR memorial site. Sometime during the day an expedition will be mounted to retrieve it. This requires a pick and Steve Donohue's shovel. The capsule is dug up and brought back to the cabin without being opened. If there is any damage to the capsule, we add the equipment to repair it to the supply list. Sometimes, we can secure the needed items from the pipe shop at camp, but frequently they don't have fittings for our size pipe.

Resource: Jeff Rand (for map to find correct capsule), Keith King

Set up 4-way volleyball net, if needed

4-way volleyball is frequently the first activity on the schedule at camp. To help get things off to a smooth start, the set up crew typically erects the nets and checks the ball. The ball is rarely properly inflated, and we need to make sure we have a pump and appropriate needle to fill it. If we don't, this is another likely add to the supply list.

For the net, we need ropes, stakes, poles, and the nets. They are typically set up near the cabin but not in the way of people walking around as the nets can be a problem at night.

Resource: Activity Leader and/or Adviser, Adam Haubenstricker.

Set up Pinball Machine

The pinball machine will arrive at camp with the legs removed. The best thing to do is to put it near a corner so it's out of the way. The legs are attached with bolts. It is often helpful to use the end of a table

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to hold the machine up while the legs are attached. Alan and Doug will have the bolts, tools, and keys needed to assemble the machine.

Resource: Alan Wilson, Doug Wilson

Set up Event(s), if needed

Sometimes there are other events planned for the weekette which require additional early set up. The exact details will vary depending on the event.

Resource: Activity Leader and/or Adviser

Make supply list

This task takes place throughout the day as we notice things are worn, broken, or missing. We keep it on a clipboard and buy them when we go to town for dinner and shopping in the evening.

Resource: Kitchen Leader and/or Adviser

Eat dinner

At some point the set up crew will decide it's time to eat, usually after dark falls and once most of the set up tasks are done.

Resource: Greg's Pizzeria

Finish Grocery Shopping

In past years, we shopped at Sam's Club and then at Meijer on Christmas Eve. With the growth of shopping opportunities in Lapeer, it now makes more sense to buy our non-bulk items in town on the evening of the 26th. This shopping is done the same way – groups are formed and given lists to shop for along with instructions to check for things which have already been purchased. We also shop for things on the supply list. It typically takes 90 minutes to two hours to complete depending on volume of food and number of shoppers.

Resource: Kitchen Leader and/or Adviser

Load food into cabin

Once the food is purchased, it is brought back to camp and loading it into the cabin becomes an all-hands event. Frequently there is more food purchased at this trip than on the 24th.

Resource: Kitchen Leader and/or Adviser

Stow unused gear

We have three categories of unused gear: stuff we don't need this year, stuff we have spares of, and stuff we should get rid of. We're trying to reduce that last category using the trash and donations to the charities. On set up day, we store it all. On clean-up day, we try to identify things we haven't used and if we think we won't need them later, we dispose of them.

Resource: Steve Donohue and Doug Wilson for Kitchen things, Ethan Rein and Keith King for program gear.

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Tidy Cabin

Honestly, this is a task that should be part of other tasks. Once the kitchen stuff is out, for example, we can stack the empties and tuck them away. At the end of the night, there's usually a few things left undone; things to be put away, straightened, and finalized. The goal is to do this the night before so we can sleep in.

Resource: Youth Leader and/or Adviser, Jeff Rand

Clean-up Day (aka The Outs)

Clean-up/ takedown is December 31. It is somewhat complicated by our desire to have an activity and serve a lunch on that day when many campers may have family obligations or other plans in the evening. We need to work together to get everything put away so we can leave at a reasonable time.

The day can feel like chaos. There's a lot happening and it's not all well-defined. There are conflicting demands on everyone's time and, to be honest, we aren't always fair. You can pick your favorite adage: either we are getting things done by asking busy people or we're punishing people who are doing a good job by giving them more work.

It shouldn't be like that. Our plan to fix it is to make a list, put some names on it and then de-mystify the clean-up as much as possible. One of the complications is that we have people leaving and if they are the people with the big vehicles, we're really going to regret it. On the other hand, we need to respect their time and so the day can be a bit of a balancing act.

The goal here is to ensure the people can be as autonomous as possible. The average Winter Camper doesn't need anyone to tell them how to pack their own gear or sweep the floor and that's sometimes what happens.

The Checkout Checklist

A copy of the checklist is in Appendix II.

Task Details

There are a lot of things to be done, but there aren't so many that we can't succeed. As with the set up each item has a description if it seems necessary as well as the names of resources who can help if additional guidance is needed.

Remove Non-Perishable Food from The Kitchen

We start by taking things out of the kitchen so we can clean it. It's best if we can sort it into three categories by placing it in different places as we remove it.

- Take home for next year – these are things that we expect will still be good in a year: dry goods, spices, things like that. The attic will likely move from freezing cold to crazy hot and back in the course of a year, so we try not to put things up there where heat and moisture could ruin them.
- Store in the attic for next year – some things won't be affected by the temperature swing and we store them in the attic. Things which go in the attic need to be sealed as best as possible, as mice may investigate them during the course of the year.
- Distribute – some things won't last a year: most condiments, fruits, vegetables, meats, milk, frozen goods, a lot of things. We put those on a table so Winter Campers can take them home and use them with their families.
- Pitch – this is the least common thing, but there are some things just not worth saving: some leftovers, really small portions of things, and things which are already expired.

Resource: Kitchen Leader and/or Adviser, Steve Donohue, Doug Wilson

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Remove Food from Primary Refrigerator

We take the food from the refrigerator out and sort it just like the above food except nearly all of it will wind up in the Distribute pile with a few things getting pitched.

Resource: Kitchen Leader and/or Adviser, Steve Donohue, Doug Wilson

Remove Food from Secondary Refrigerator

First, realize that there is usually no reason for food to be in the secondary refrigerator this late in the week. Bringing it up as soon as there is space to fit it in the primary refrigerator is a good choice for many reasons. It makes sorting later easier and facilitates cleaning the refrigerator

Resource: Resource: Kitchen Leader and/or Adviser, Steve Donohue, Doug Wilson

Sort Food for Storage or Distribution

It's best to do this while you're unloading the kitchen, but if you're pushed for time, we have to do this as a separate task. Follow the same rules as above.

Resource: Resource: Kitchen Leader and/or Adviser, Steve Donohue, Doug Wilson

Inventory Food Being Stored.

We keep track of these items so that we can avoid buying them next year. This is best handled as a two-person task. One person boxes it up and another person, using a computer, notes what we're storing. The previous year's inventory is often a great starting point as we typically save the same kinds of things each year.

Resource: Alan Wilson

Designate Staging Areas

As we begin to get things packed, it becomes useful to get it out of the way. The best thing to do is to designate staging areas for things we're done with. We certainly need one for things going to the Attic. There may also be areas for specific vehicles. Sometimes people aren't ready to have things taken directly to their car, so it's better to put things for their car on the porch or in some other space. Another likely staging area is a spot where tables and chairs that need to be returned can go. As a staging area fills, someone may opt to load those items up and take them to their destination.

Resource: Youth Leader and/or Adviser

Remove Utensil Rack

Take the utensils off the rack and stow them in the bottom of the tub. Do not put the sharp knives (typically in cardboard sheaths) in the tub as they belong to Mr. Wilson. Once the rack is empty, remove whatever attaches it to the wall and then move it to the staging area.

Resource: Kitchen Leader and/or Adviser

Reverse Donohue Pot Handles

The pot handles have been reversed most years since it accidentally happened at Winter Camp I. Undo two screws on each handle, then put the handle back on the other way (if they were screws up when you started, they should now be screws down).

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Resource: Doug Wilson

Store Cooking Equipment

This is kind of like a giant game of Tetris. We mostly have round gear (pots & pans) which we're trying to store in a rectangular tub. There are two objectives: don't waste too much space and try to keep similar things together. We don't want to have to open every tub later to find skillets, for example, but we do want to pack efficiently.

The goal is really to fill tubs as quickly and efficiently as possible and then move the full ones with lids to the staging area. Things going into the tubs should be clean and for the most part we try not to put food in with gear.

Resource: Youth Leader and/or Adviser.

Store Dishes & Serving Items

We store dishes in much the same way as other equipment, stacked as neatly as possible and making sure the lid will fit. The cutlery box needs to go on the bottom of a tub due to the weight. Things above it should be lighter to make the overall weight manageable. Storage items, like Tupperware, are often a good choice.

Once loaded, these tubs should also be moved to a staging area.

Resource: Kitchen Leader and/or adviser.

Clean Shelves and Counters

At this point, the shelves and counters in the kitchen should be empty and it's time to give them a good clearing. Ideally, we'll use disinfectant wipes or some cleaning solution, but if all else fails a good scrub with hot water helps. This is also a spot where we may find things we've missed.

Resource: Kitchen leader and/or adviser

Clean Primary Refrigerator

The refrigerator should be scrubbed from top to bottom inside and out. Pay special attention to anything which may have leaked onto the shelves or walls. Pieces which can be removed should be taken out and cleaned separately while the walls are done. Depending on the cabin, the instructions may be to unplug the refrigerator and leave the door open.

Resource: Kitchen leader and/or adviser

Clean Secondary Refrigerator, If Needed

This task is identical to cleaning the primary refrigerator. If we're smart, we can have emptied that refrigerator and cleaned it before the 31st which will make our day slightly less hectic.

Resource: Kitchen leader and/or adviser

Clean Primary Cabin Stove

The stove should be cleaned thoroughly. Oven grates should be removed for cleaning and to allow the oven to be cleaned thoroughly. If there are signs of spills, we need to pay special attention to remove them. The stove top will typically come apart into several pieces. The grills and stove top can be removed. Below them are typically 2-3 pans which must be pulled out and cleaned. While it is apart is a good time

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to give it a thorough scrubbing as well. We want to make it better than we found it and we definitely don't want to leave any obvious messes.

Depending on the cabin, our instructions may be to turn off the gas after we've reassembled the oven.

Resource: Kitchen leader and/or adviser

Clean Secondary Cabin Stove, If Needed

If we've used it, even to heat personal food, we need to clean it. As with the refrigerator the process is the same as for the primary stove and there's no reason not to do it earlier in the week if we know we're done using it.

Resource: Kitchen leader and/or adviser

Clean Primary Cabin Sink

Sinks need to be wiped down inside and out. Faucets should also be wiped down as well as the "wings" where dishes are stacked or dried. Any food particles in the bottom of the sink need to be removed and thrown away.

Resource: Kitchen leader and/or adviser

Clean Secondary Cabin Sink, If Needed

Sinks need to be wiped down inside and out. Faucets should also be wiped down as well as the "wings" where dishes are stacked or dried. Any food particles in the bottom of the sink need to be removed and thrown away.

Resource: Kitchen leader and/or adviser

Store Dishwashing & Cleaning Gear

Towels which are unused can be stored in a tub and placed in the staging area to be returned to the attic. They do require a secure lid. Other supplies should go in a tub or box separate from food and, as much as possible, other equipment.

Resource: Kitchen leader and/or adviser

Package Dirty Towels for Laundry

Towels which have been used are typically put in a box or bag and given to someone to launder. Usually that's been Doug or Ethan. It's on them to wash them and then bring them back to the next Winter Camp. A note needs to be made about who has them so we can remind them as camp approaches, so we get our towels back.

Resource: Ethan Rein, Doug Wilson

Sweep & Mop Primary Cabin Kitchen

With any luck, the kitchen is among the first areas for us to finish cleaning. As the cleanup of areas is completed, we can sweep and mop. Once an area is mopped, we shouldn't enter it anymore.

Resource: Youth leader and/or adviser.

Ins and Outs of Winter Camp

Sweep & Mop Secondary Cabin Kitchen

Any area we are done using can be swept and mopped once we're sure we're done with it.

Resource: Youth leader and/or adviser.

Empty & Remove Candy Machine

Candy from the machine will usually wind up on the distribute table, although it depends on where it came from – if it was provided by someone specific, they should be given the choice to decide what to do with it at the end. Once the machine is empty of candy, it can be moved to the staging area or to Mr. Wilson's car. It does not go in the attic.

Resource: Alan Wilson or Doug Wilson

Distribute Food

We need to distribute leftovers. For the most part, this goes pretty well. There are a couple of things to remember:

- We should offer one of things where there are multiples (like pop, candy, or fruit) before giving it all to one person.
- Other things can be split if needed.
- Frequently it's best to just stay out of these discussions and people will work things out on their own

Resource: Kitchen Leader and/or adviser

Disassemble Printing Station

This mostly consists of disconnecting the printer from the wall and any computers and storing extra paper in the tote it came in. It should be moved to a staging area for the Donohues once done.

Resource: Kristie Donohue, Steve Donohue

Disassemble Pinball Machine

The big thing is to remove the legs and then store them and the bolts and move the machine to wherever Doug asks us to.

Resources: Alan Wilson, Doug Wilson

Stow Thermometer

The thermometer should be taken down and stored in the museum.

Resource: Jeff Rand

Stow Camp Plaques

The plaques need to be taken down from the wall and stored in milk crates. They should be stored in order. Be careful as the sayings are paper and even though they are sealed, they can be somewhat fragile. Once all the plaques are down and stowed, they should be stored with the museum.

Resource: Jeff Rand

Ins and Outs of Winter Camp

Pack Museum & Library

The books from the museum are stored in milk crates. Other things are placed carefully inside the museum box or the drawers. The display board on top is folded in half and becomes the front cover of the museum. The actual museum goes with Ethan Rein, while the bookcase should be put in the designated area for the Beaver Creek attic.

Resource: Jeff Rand, Ethan Rein

Store Decorations from Dining Area

The various decorations are stored in tubs. These are often a good thing to store with the cutlery box as they are lightweight. Paper and cardboard decorations should be stored as flat as possible. The balloons can just be deflated and tossed in the box. Anything which is damaged or torn can be thrown away.

Resource: Steve Donohue

Clear Bulletin Board

Any Winter Camp documentation on the bulletin board should be removed. This includes the schedule, menu, activity descriptions and any other notes which have made their way to the board. At the same time, any other papers on the tables should be collected and disposed of.

Resource: Mark Bollman, Jeff Rand to determine if any custom items should be preserved for the historical record.

Sweep & Mop Primary Cabin Sleeping Area

Once all personal gear has been packed into a vehicle or put into a designated staging area, then the area can be swept and mopped. Once mopped, the area is off-limits.

Resource: Youth Leader and/or Adviser

Sweep & Mop Secondary Cabin Sleeping Area

Once all personal gear has been packed into a vehicle or put into a designated staging area, then the area can be swept and mopped. Bunks should be moved by lifting and carrying them to a different spot so we can sweep and mop thoroughly. Once mopped, the area is off-limits.

Resource: Youth Leader and/or Adviser

Restore Bunks to Original Positions

Bunks in the sleeping areas should be put back to where they were found at the start of the weekette. This could mean moving bunks from one room to another or just adjusting them to the standard configuration.

Resource: Youth Leader and/or Adviser

Remove & Stow Latrine Light, If Needed

If the latrine has been lit up using a lamp, we need to remove the lamp, wind the extension cord, and return it to the owner, typically Doug Wilson.

Resource: Youth Leader and/or Adviser

Ins and Outs of Winter Camp

Sweep Latrine or Sweep & Mop Bathrooms

If we used the latrine, we need to pick up any excess paper on the ground or otherwise scattered in the building. For bathrooms we do the same plus mop the floor. This is a task best left as late as possible, so we don't track dirt on our clean floor.

Resource: Youth Leader and/or Adviser

Remove Handwashing Station, If Needed.

If we placed a handwashing station, we need to put it away. Typically, this is as simple as picking up a few soap dispensers and putting them in with the other cleaning supplies.

Resource: Jeff Rand

Stow Rhombus Letter Collection

There is a large collection of letters. Some of them will still be in the crates not having been used during the weekette. The rest should be taken down and put away in the appropriate storage. If they were up using rope, the rope should be returned to the rope crate after being neatly coiled.

Resource: Jeff Rand

Stow Logo Sign

The sign comes down too; the only hard task is that we typically open the back and stow the cord and the remote for the sign inside. Once that's done, it will be stored in the Beaver Creek attic.

Resource: Alan Wilson, Keith King

Disassemble & Stow MASH Sign.

The individual direction signs are removed and placed in a box. The box and the post both wind up in the staging area for the Beaver Creek attic. This task is much easier with a screw gun; don't be afraid to ask if you don't have one.

Resource: Keith King

Retrieve Candles from Time Capsule Site, If Needed

Hopefully, they were picked up at the end of the ceremony and so there's not a need to go there. If they weren't, someone will have to go and collect them in milk crates. Once that's done the crates will need to be staged for either Doug Wilson or Brian Mann, depending on who brought them.

Resource: Keith King, Brian Mann, Ethan Rein, Doug Wilson

Disassemble & Stow 4-Way Volleyball Nets

The nets need to be taken down and rolled. The poles and nets can be bundled with a rope to make things easier for next year. Stakes and ropes should go in the tub(s) with other stakes and ropes. Once completed, they should be staged for the Beaver Creek attic.

Resource: Activities Leader and/or Adviser

Ins and Outs of Winter Camp

Pack Game Center

Games go back in boxes or bags depending on who brought them. This is a task usually left to one of the people shown as a resource as they are likely to know who owns what. It's not difficult. Once packed games should be returned to their owners for packing into a vehicle.

Resource: Kristie Donohue, Steve Donohue, Andrew Fountain, Brian Mann

Disassemble & Stow Outdoor Program Equipment

If any of the outdoor program areas are still set up, they need to be disassembled and gear brought to the appropriate staging area. Ideally, we'd have taken down these items as we finished using them. This is another area where our hope to return to something later sometimes undoes us. This doesn't include things like snowmen or snow forts. We're only worried about things we own or things that could be dangerous to another unit.

Resource: Activities Leader and/or Adviser

Disassemble & Stow Indoor Program Equipment

This probably includes anything inside which hasn't been taken down yet. It could mean computers, displays, or anything else in the building that we should take down and put away. Guidance on exact items is hard to deliver as the exact items can vary. When in doubt, ask the person who owns it how best to help them.

Resource: Activities Leader and/or Adviser

Return Gear to Attic

This may happen multiple times as part of the takedown process, especially if we're short on large vehicles. As things are loaded, they should be put as far back as possible, so we have room for other things as they arrive. When in doubt, we sometimes take things from our current cabin and stage them at Beaver Creek to load them later. Neatness and safety are the two primary concerns for this task.

Resource: Adam Haubenstricker, Brian Mann, Keith King

Return Extra Tables & Chairs, If Needed

If we've borrowed tables or chairs from another cabin, we need to put them back where we got them before we leave camp.

Resource: Adam Haubenstricker, Brian Mann, Keith King

Package Returnables For Someone to Return

We sometimes manage to return some bottles midweek. Either way, we will have a bag or two of bottles which need to be returned. In recent years, Ethan has taken on this task, but someone else could also do it if he wasn't available. All that needs to happen is the bottles be returned and the money sent to Winter Camp.

Resource: Ethan Rein

Put Tables & Chairs Away

There are tables and chairs in the cabin which need to be folded up and put away before we can mop.

Ins and Outs of Winter Camp

Resource: Youth Leader and/or adviser

Sweep & Mop Dining Area

As with other areas, once we finish cleaning the area, we should consider it off-limits. This should be one of the last things we do before we get in our cars and leave.

Resource: Youth Leader and/or adviser

Sweep Porch

It's important to leave the cabin cleaner than we found it; when sweeping the porch don't be tempted to skip the dustpan and just sweep into the dirt. It will always wind up creating problems that take longer to solve than it would have to use the dustpan in the first place.

Resource: Youth Leader and/or adviser

Police Grounds Around Cabin.

We should form up a line and do a sweep around the cabin to pick up any trash or gear we've accidentally left on the ground.

Resource: Youth Leader and/or adviser

Secure Trash for Pickup

Whatever trash we have should be moved to a spot designated for pickup by the ranger. Sometimes this will be near the road, sometimes in the building and sometimes they'll ask us to drop it off at the dumpster. We comply with their request.

Resource: Youth Leader and/or adviser

Check Alternate Sites for Cleanliness

Sometimes during camp, we hold activities at sites like the Friendship Center or the yurts. Before leaving camp, we should check those sites to ensure we haven't left any gear or trash behind. For indoor sites, we should at least sweep and if it looks necessary, we need to mop.

Resource: Youth Leader and/or adviser

Make List of Needs for Next Year.

Some things will have been lost or damaged during the course of camp. Other things will wear out and need to be replaced. Rarely, we'll realize we need to add something new. Most of the time, this will be kitchen equipment as program supplies will depend on the theme and activities of the event.

Resource: Kitchen Leader and/or adviser

Box up Lost and Found

There is inevitably some gear left behind. These items are boxed up and entrusted to Steve Donohue. Typically a few things will be claimed immediately and arrangements will be made. The rest will age in his garage for 3-6 months and then be donated to charity.

Resource: Kristie Donohue, Steve Donohue

Set up Day Assignment Form
December 26, _____

Set up Day Assignment Form
December 26, _____

Appendix I Set up Day Assignment Form

Preparation

Complete	Task	Assignment
	Shovel Snow, if needed.	
	Salt walkways, if needed.	
	Retrieve supplies from Beaver Creek attic	
	Make supply list	
	Get Extra Tables & Chairs if needed	
	Set up and arrange tables.	
	Confirm Service Project and day with Ranger	

Food Service and the Kitchen

Complete	Task	Assignment
	Store food in primary cabin refrigerator	
	Store food in secondary cabin refrigerator, if needed.	
	Create auxiliary refrigerator on porch, if needed	
	Wash cooking & serving items, if needed	
	Set up cooking equipment	
	Install utensil rack	
	Set up rack with dishes and cutlery	
	Set up dishwashing area	
	Set up trash and recycling bins	

Cabin Inside

Complete	Task	Assignment
	Place and stock candy machine	
	Set up printer	
	Set up outdoor thermometer	
	Replace batteries in clock and adjust to WCST	
	Organize and display camp plaques	
	Set up museum and library	
	Decorate dining/activity areas	
	Define location for athletic equipment storage	
	Define location for board and card game storage	
	Finalize Duty Roster Template	
	Post menu and schedule	
	Install Pinball Machine	

Set up Day Assignment Form
December 26, _____

Cabin Outside

Complete	Task	Assignment
	Install latrine light, if needed	
	Set up handwashing station, if needed	
	Place signs for YPT latrines	
	Place signs for YPT bedrooms	
	Install Winter Camp Logo sign	
	Install Winter Camp message boards	
	Install MASH-style Signpost	

Program Items

Complete	Task	Assignment
	Retrieve Time Capsule	
	Set up 4-way volleyball net, if needed	
	Set up Event #1, if needed	
	Set up Event #2, if needed	
	Set up Event #3, if needed	

Evening Activities

Complete	Task	Assignment
	Eat dinner	
	Finish Grocery Shopping	
	Load food into cabin	
	Stow unused gear	
	Tidy Cabin	

Special Assignments

Complete	Task	Assignment

Clean Up Day Assignment Form
December 31, _____

Appendix II Clean-Up Day Assignment Form

Food Service and Kitchen

Complete	Task	Assignment
	Remove Non-Perishable Food from The Kitchen	
	Remove Food from Primary Refrigerator	
	Remove Food from Secondary Refrigerator	
	Sort Food for Storage or Distribution	
	Inventory Food Being Stored.	
	Designate Staging Areas	
	Remove Utensil Rack	
	Reverse Donohue Pot Handles	
	Store Cooking Equipment	
	Store Dishes & Serving Items	
	Clean Shelves and Counters	
	Clean Primary Refrigerator	
	Clean Secondary Refrigerator, If Needed	
	Clean Primary Cabin Stove	
	Clean Secondary Cabin Stove, If Needed	
	Clean Primary Cabin Sink	
	Clean Secondary Cabin Sink, If Needed	
	Store Dishwashing & Cleaning Gear	
	Package Dirty Towels for Laundry	
	Sweep & Mop Primary Cabin Kitchen	
	Sweep & Mop Secondary Cabin Kitchen	
	Distribute Food	

Cabin Inside

Complete	Task	Assignment
	Empty & Remove Candy Machine	
	Disassemble Printing Station	
	Remove Pinball Machine	
	Stow Camp Plaques	
	Pack Museum & Library	
	Store Decorations from Dining Area	
	Clear Bulletin Board	
	Sweep & Mop Primary Cabin Sleeping Area	
	Sweep & Mop Secondary Cabin Sleeping Area	
	Restore Bunks to Original Positions	

Clean Up Day Assignment Form
December 31, _____

Cabin Outside

Complete	Task	Assignment
	Remove & Stow Latrine Light, If Needed	
	Sweep Latrine or Sweep & Mop Bathrooms	
	Remove Handwashing Station, If Needed.	
	Stow Thermometer	
	Stow Rhombus Letter Collection	
	Stow Logo Sign	
	Disassemble & Stow MASH Sign.	

Program Items

Complete	Task	Assignment
	Retrieve Candles from Time Capsule Site, If Needed	
	Disassemble & Stow 4-Way Volleyball Nets	
	Pack Game Center	
	Disassemble & Stow Outdoor Program Equipment	
	Disassemble & Stow Indoor Program Equipment	
	Check Alternate Sites for Cleanliness	

Final Stages

Complete	Task	Assignment
	Return Gear to Attic	
	Return Extra Tables & Chairs, If Needed	
	Package Returnables For Someone to Return	
	Put Tables & Chairs Away	
	Sweep & Mop Dining Area	
	Sweep Porch	
	Police Grounds Around Cabin.	
	Secure Trash for Pickup	
	Make List of Needs for Next Year.	
	Box up Lost and Found items	

Special Assignments

Complete	Task	Assignment