

## WAGON MASTER GUIDELINES

1. Plan weekend activities, if desired. Let Club Secretary know in advance any campout plans/activities and cost so that the information is included in the newsletter.
- 2.. If a wagonmaster wishes to incur extra expenses, it must be announced in advance in the newsletter so that those who wish to participate will know what the extra expense is for. Example: a breakfast or a meal where the wagon masters purchase food for the meal. Should it not be announced in advance and extra expenses are incurred, the extra expense will be the sole responsibility of the wagon master.
3. Take reservations from fellow members and contact campground approximately one month in advance of campout to let them know how many sites are actually needed.
4. Collect camping fee from members and pay campground. Be sure to get deposit back from campground and return to Treasurer.
5. At the Friday campfire, let campers know what activities you have planned and the time of the activities.
6. Responsible for Friday and Saturday evening coffee, goodies, and fire.
7. Collect one dollar from each family for coffee, milk and other expenses, if needed. Leftover money goes into the club treasury. Check with the Treasurer to see if this step is necessary.
8. After the campout, the wagonmaster should prepare:
  - a list of campers attending the campout including all visitors and children and
  - an account of the weekend activities, such as potluck dinner, games played or anecdotes of interestThis information should be given to the Club Secretary so that it can be included in the next newsletter.
9. Responsible for leaving a clean campground. Each family is responsible for its own site.
10. The cooperation of all campers is needed for a successful and happy camp out.

### Additional Information:

Each bag of decaffeinated coffee will make 10 cups of coffee in our large pot. When making 30 cups, use 3 bags, 40 cups, use 4 bags. It is generally better to use a little less than extra. The basket of grounds should be removed from the pot after it stops perking. Ask about half the campers to bring out desserts on Friday night, the other half on Saturday night. That should give us plenty for each night, with not too many left-overs.

Revised February 2010