

MBC Team Meeting Checklist-June Pre-Camp at Office

Site Director Leads & Uses for Sunday, June 2nd

Ops preps: treat bags, mtg bins, 1st Aid backpack, phones, coolers, gear, tests, masks, stickers

SB & SME meet inside-Samantha daily schedule review combo, then SME, SB

MC & FS meet outside- Samantha daily schedule review 2nd, after SME/SB

Individual Teams

	<input checked="" type="checkbox"/>	Notes for end day survey
Review Team Mtg Bin Items		Where to Find:
OTC & SNA-S2 &/or S3 read		binder
Daily Logs-SD fill out while staff read OTC & SNA; find sample filled out log		clipboard (one wk) folder (if any additional weeks)
back of binder for what required to fill out		
Staff & YL Schedule-review/on time reminder		clipboard
YL Surveys/Photo List/Activity List		binder-rear pocket
Daily Schedule and Leader Sign Up		clipboard- site copy folder-ones to hand out to staff
Read Photo & Video Tips		clipboard
Cell Phone-alarms		arm if want; add any others

Communications-any to/from H, S, office?		confirm: "nuts yes", "nuts no"
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First Aid Backpack Review		if time, can look inside
Closing Appreciations		or name one self care goal

	<input checked="" type="checkbox"/>	Notes
Final Items for SD		
Give bag w/trash to Brad (or delegate)		he can recycle chip bags w/ Ridwell
YL 1st AM Orient Agenda-review		you will have with YLs 1st day 9:15-9:35
Team meeting bin-items back inside		get to van or Samantha (via wagon)
Cell Phone-Looksee review		
Cell Phone-e-mail check		confirm links to documents
Team Mtg Checklists to use this summer		rear binder-see 2 different ones