

NEW Leadership Check Out Instructions

Room Preparations

No need to strip your bed or clean the room! Just be sure to check that you have all of your possessions. Leave sheets, towels, pillow etc. in room.

Empty refrigerator of any leftover food.

Returning NEW Supplies

Each room has the following items that need to be returned to the staff room:

- Three black wastebaskets
- One blue bucket
- Three Softsoap dispensers
- One Dawn Dishsoap

The following items do NOT need to be returned:

- Paper Towels
- Popcorn
- Soda Pop or any leftover treats

iPads need to be returned along with their charger in the bag. Be sure your numbers match!

Key Return

When you are completely packed and ready to go, return your key to the Office.

