

# Departure Day Assignments and Tick List

Before you leave Camp Liahona, the Responsible Person must submit this completed form to the Camp Directors. It is designed to help you assign and confirm the completion of your checkout tasks.

## Identify Your Family or Group:

Size of Group:		Group Name:	
Name and Position of Responsible Person:			
Address:		Daytime Tel.:	
		Evening Tel.:	
		Mobile:	
		Email:	

### 1. Each Tent Group

### Names Assigned

Sweep out tents and clear area	
If dry, tie back all door flaps	

### 6. First Aid Hut

Sweep and mop floor	
Disinfect counters	
Confirm First Aid Gear	
Torch is in drawer	
Remove all food	
Fill in accident report book	

### 2. Litter Collection

Camping area	
Activity areas	
Pathways	
Lake area	
Campfire area	
Site hut	
Parking place	

### 7. Bunk House

Clear out all items	
Sweep and mop floors	

### 3. Return All Equipment

Activity gear in proper storage	
Raft and other barrels	
Water hoses	

### 8. Litter and Rubbish

Litter bagged & placed in skip	
Empty and clean all dustbins	
Final sweep of entire camp	

### 4. Clean Kitchen Areas

Stoves	
Tables	
Pots and pans	
Disinfect counters and tables	
Sweep decks	
Empty and clean fridges	

### 9. Handcarts

Park handcarts as directed	
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### 10. Before Leaving

List all damages and losses on the back of this form.
Report use of first aid materials
Review this form with Camp Director
Sign for any damages or losses
Return all keys

### 5. Toilets and Showers

Clean toilets	
Clean showers	
Clean wash basins	
Clean Leaders' toilet	
Sweep and mop floors	
Mirrors	
Empty and clean all bins	
Clean around outside of units	

### 11. How and when will amount due will be paid?


### 12. Signatures

Responsible Person:	
Camp Director:	

### 13. Comments and Suggestions for Improvement of Camp Liahona
