



CHECKLIST FOR GUESTS AT WAMPANOAG GIRL SCOUT CENTER

8065;062806FTL

Complete this form and leave it on the clipboard near the telephone. A site host will check the site and return the form to the Service Center. If all is in order, your deposit will be returned then.

Please check off each item as the troop does the task before leaving.

Troop Number _____ Date _____ Adult responsible _____

ITEM OR TASK	AT CHECK-IN	AT CHECK-OUT
Collect litter and trash, bag it, and either take it with you or to local dump		
Leave tent sides down		
Put out fires completely, and bag cold, dead ashes and debris as trash.		
Remove supplies, gear and food you brought with you.		
Sweep, fold and put away tents, poles and stakes.		
Leave water to prime the pump.		
Grounds picked up.		
If indoor bathroom used, clean it, sweep it and remove the trash.		
If lodge kitchen used, empty refrigerator and freezer. Clean stove, refrigerator, and shelves. Do not leave any food or supplies.		
If lodge heaters used, turn to 68 degrees at start of stay and turn back to 55 degrees at end of stay.		
If lodge used, sweep the floors, clean the tables, and leave in a neat state.		
Take keys back to police station or location designated by Site Host.		
Maintenance or repairs needed:		
Arrival and departure were at the arranged times	Yes	No
Number of girls	Number of adults	Number of tagalongs
CHECK-OUT SIGNATURE OF ADULT RESPONSIBLE FOR TROOP		
SIGNATURE OF SITE COMMITTEE MEMBER		
Comments:		