

Christian Campers of MN

Wagon Master Suggestions and Procedures

Thank you for volunteering as a Wagon Master for Christian Campers. Listed below are some general procedures that have been found to be helpful.

1. Get information of your campout out to the members at the previous campout if possible.

Events to plan for are:

Friday	4:00 p.m.	Coffee, beverages, and (treats that members bring)
	6:30 p.m.	Jammer's jamming session
	7:00 p.m.	Informal get together followed by coffee time and campfire if desired. Camp fire can also be Sat. evening following program. <u>A camp fire is not a must do event.</u>
Saturday	9:00 a.m.	Continental Breakfast
	5:00 p.m.	Potluck supper
	6:00 p.m.	Jammer's jamming session
	6:30 p.m.	Musical concert followed by coffee time and fellowship

2. A Friday night activity can be very informal. A singspiration, a testimony time, a movie, etc. You may be creative in planning this evening event. However, any costs related to Friday night activities must be provided by the Wagon Masters.

3. Check the previous months' inventory of supplies. A form should have been filled out so this month's supplies can be purchased, such as consumables (coffee, sugar, kool aid, cream, plates, cups, etc.).
4. Make arrangements to haul all equipment (coffee pots, podium, bulletin board, banner, tubs etc. to the next campout. The St. Cloud campground has allowed us to store our supplies in their shed behind the Rally Center after the June & July Campout.
5. If a campfire is planned for Friday or Saturday evening, please make arrangements for wood. (Only DNR wood is allowed. You can use untreated building lumber scraps).
6. The distribution of flyers throughout the campground, or in the office, inviting other campers to the Saturday night concert and Sunday morning church service. Saturday mornings or afternoons are a good time to do that.

7. Have one of the wagon masters collect the \$5 activity fee and turn it over to the treasurer. Bring an itemized list of expenses incurred for the campout so you can be reimbursed by the treasurer. A portion of that activity fee is used for the \$75 gratuity for the Sunday morning speaker. If possible keep expenses down so it doesn't go over the activity fee paid by members.

NOTE: As a nonprofit, we are exempt from sales taxes. When making purchases get sales tax # or exemption certificate from the treasurer.

8. If a Saturday night program – a love offering is taken that night in behalf of the group. If the offering exceeds the \$200 guarantee the group will receive the entire amount. If you need help in getting someone for the program contact the Board and they will assist you.

9. People to contact a couple of months in advance are:

a. An accompanist for music: Linda Mosier, Dave Wagner have been available

Don't assume they are available. You may have your own suggestions for musicians.

b. A song leader: If no one on your committee can do it, Dean Larson can be contacted if he is going to be present.

c. Campfire person

d. Sound equipment: Ken Craven is happy to do it and has all the equipment but make sure he will be available.

e. Choir Director: There are several members that have done it in the past and any one of them can be contacted.

Many people have done these tasks for years for which we are grateful but we never want to take them for granted so it is proper and polite to ask them.

10. Write a short report summarizing the campout, date, number of units and people, program, special notes, suggestions or observations, etc. This will be kept in a notebook that travels with the equipment and supplies.

11. Help next months' wagon masters to pack up all the equipment and supplies for the next campout. Give the notebook to the next wagon masters group for their use in ordering any needed supplies for the next campout.

12. It has been suggested that at the opening session on Friday night that prayer requests may be given. A time of prayer for these requests will be held during the weekend. Saturday morning following breakfast has been a good time but other times can be at the wagon masters discretion.