

RETURN AND DROP-OFF CHECKLIST

Guides must FILL OUT AN EVENT REPORT! familiesinnature.org/event-report

Please make sure the following tasks are accomplished in order to help expedite your drop-off and ensure all equipment you return is present and in proper working condition.

- Fill out a trip report before returning or at the office before leaving
- Check to make sure you have accounted for all equipment and parts. Have your group help you with this. It is part of finishing a trip.
- A \$10 fee will be charged for late returns without notification.
- Make sure everything is clean and dry
- Report any problematic equipment
- Arrive at your scheduled drop-off time!
- Make sure the quantities checked back in match the quantities checked out
- Leave with an invoice for ALL lost or damaged items and other fees

Tents:

- Shake or sweep out dirt from tents
- Make sure all parts (poles, stakes, rain fly) and tents are accounted for and are in their coordinating sacks (everything is labeled and numbered)
- \$10.00 charge for each tent that is left up to dry at the end of your check-out. We appreciate if people come back to take them down, but the fee still stands.
- Tarps/Ground sheets:
 - Clean, dry, no debris
 - Folded

Sleeping Pads:

- Air out before return
- Clean of dirt
- Stack; do not roll

Stoves/Cooking Supplies:

- Clean double burner stoves, all pots, pans, and other cooking supplies
- Report any stove leaks

Backpacks:

- Empty, clean
- Buckle and cinch all buckles, ties
- Bear Canisters:
 - No food

- Cleaned out with sponge