

09 credit card / cash process
A&C lesson plans
Anthology 2.0
Astronomy -- new lesson plan
Board meetings/reports/communication
Budget 2009/QB 2009 co-ordinate
Cabin activity card decks
Campaign
Capital expenses
Ceramics Classes
Checklist carabineers for activity areas
CIRCLE 100%
clarify driver's permits for internationals
Competition document - work with Hansel
Computer backup system
Contact Sherrif and find out where it is legal to camp to replace Yuba overnights
Create "ten point guide to customer service" for external staff in pre/post season
Create & research new campfire skits
Create a breakfast request sheet for offsite overnights
create a car emergency "what if" document (accident, no gas, etc.)
create a car list of OKed people & reasons for use
Create a diabetic teaching plan
Create a list of "by request only clinics" for magic board
Create a list of suggested CAPP projects for 2009
Create a pre/post season slideshow
Create a process for ensuring that vans do not run out of fuel in the summer
Create Air Aligned lesson plan & Risk Management Doc (March)
Create Assistant KM Documents
Create campfire set up lists - Openning, Closing and Boys/Girls
Create detailed protocol for staff manual regarding evacuation protocol in the case of a forest fire
Create folder with update to PS & EP website
Create framework for the "advanced camper" in clinics
Create instructions/safety cheat sheet for all high ropes elements - to be clipped to instructor's harness
Create lost camper - location cards
Create mountain biking & hiking trail maps for family camps
Create new OE programs for booked groups
Create OE page for website
Create protocol for campers in the lake after GW&E
Create protocol for when one VL is absent (town run, etc.)
Create some programming back up plans - smoke, rain, etc.
Create staff manual document regarding rules and regulations for creek activities (note risk management note in director's report)
Create stayover camper guidelines
Create Tick info posters for bath houses - what to look for and where
Daily e-mail onslaught
Database updates
Day event planning for Camp Augusta
Embers -- a separate book
EQ clinic and whole program revamp - work with Grace
Figure out way to protect genitalia during archery clout :)
Finding staff on the on-line sites
First stab at master clinic template
Following up with NAL and BOW
Good idea file
http://orb.com/en/how_it_works
Improve Store inventory process
Include more mini camp info on website
Inventory staff house books
JCs - outline program as well as have them prepare new skits
Kitchen -- KM to OWL
Kitchen Hiring
Kitchen hood - contract to clean / spare set
Kitchen-revamp documents
KM to Process
Label sizes on all sword fighting helmets
Lessons/Ideas for kitchen clinic or PS (delegate)
List of possible suggested weekend longer cabin activities
Look into building sustainable curriculum
Low-ropes course design, implementation, and training
LVMWCO
Mail stuff
Make and copy Photo DVDs
Make and copy staff videos

NOTE:

This list does not include items already completed during September through December.

Highlighted items represent enormous tasks.

MF&G manual
Mountain Pine beetle
My staff training sessions
New board member
New evening programs
New program research -- exact items and lesson plans
New skits
Oak manual
Organize and label Video OWL / RAW
Organize work drive
PD Manual- after Katie is done
PD manual review
Philosophy "manual"
Pre- and post manual review
Prep for Audit
Prepare 2008 taxes - ready for preparer Linda at Business Matters 271-1666
Prepare Common Sat/Sun meeting notes - doc
Prepare document on fishing for family camps (scott's flat & yuba & talk to SJ)
Prepare Van prep list (including disposable cameras, maps for town runs, and accident protocol for key chains)
Program selling
Promote staff training family camp spot
Psychology of risk more implemented
Read year-end report - add
Re-do playstation template
Register camp -- resident, family, gold rush, schools, weddings, other
Reinstall computers
Research at least two locations for backpacking trip and create protocols & framework for day hiking trips as well.
Research new camp songs, including mellow flicker-like songs
Revamp KM OWL processes
Review Camper/Staff Injury & Illness report and create process changes where needed
Review Hot Tub procedures - safety, cleaning, etc.
Review pre/post season & summer program info from director's report and turn into process
Review program info on website
Reviewing to death
Revise staff manual
Rework program ordering template
Risk Assessment and guidelines for dock wrestling
Schedule visits to other camps for spring and/or summer
Select and upload videos to YouTube
Send out 1099
Sharpening the saw
sign up for mud hut ceramics classes
sign up sheet for transport & weekend plans
Site management / work weekend
Sort my computer files
Soul nature piece
Staff hiring
Staff manual document - KM vs. OWL
Staff movie
Staff training and food budget (\$3K?)
Staff Training version 2
Store orders, including t-shirt
Summer food suppliers, watermelon etc.
The complete, encyclopedic auction prize document
Town-run and work project template/process
Transportation Manual with Hansel
Transportation-book enterprise and buses
Update activity KM/OWL needs
Update Gold Rush / FC info
Update nurse manual-best practice guidelines
Update parent packet info
Update photo needs for 2009
Update staff hiring process / returning staff questions
Visit Bearskin Mountain Camp
visual aids for evening program explanations
VL manual
Website update
Weekend and Evening program templates for 2009
Write articles
Write up protocol for when lake level is too low based on 2008 experience
Year End Report - Program revisions
Yuba 101 document (more details to include are in risk management of directors report)