

## WELCOME TO TRAIL'S END CAMP

*Thank you for choosing to stay at Trail's End Camp. If you have any questions or have any needs we can reasonably meet feel free to ask. In an effort to provide an enjoyable time for you and others who will follow you, we have some helpful information to share.*

You need to supply: Dish soap and dish cloths, food wrap, bags, condiments, paper towels for hand use in kitchen, all bedding, toiletries and towels. We supply: Toilet tissue, garbage bags, 1<sup>st</sup> aid supplies, hairnets and food handling gloves.

### CHECK IN.

Meet as soon as possible with the caretaker who will provide you with check in and out procedures. If changes are needed to the check in/check out times notify the caretaker as soon as possible (preferably prior to the date of arrival).

Please do not move/remove any items or put pins, tacks, staples, nails, etc. in walls – use painters' tape (blue tape) to affix signs or notices and remove EVERYTHING before leaving camp.

### EMERGENCIES.

First aid kits are available for minor injuries and are located in the Kitchen, the Boat House, and the Infirmary. If you use anything from the first aid kits please inform the caretaker so the items can be replenished.

For youth groups, any treatment and medication dispersal must be logged in an approved treatment log located in the infirmary. **It is MANDATORY that you use the logs that are provided for you.**

A telephone is located in the store room off the Kitchen. Only Local and 9-1-1 calls can be made from this telephone. The number is 715-868-9688. The address at camp is N5405 Trails End St, Bruce, WI 54819. This is a physical address and is NOT a mailing address.

### KITCHEN

The cooking utensils and other items in the kitchen are available for your use. After use please wash, rinse, sanitize and air dry the utensils and return them to their proper place.

Cleaning supplies are available for use and are located in the storage room off the Kitchen. Brooms and mopping supplies are also located in the storage room. Please do not use bleach. The following are approved cleaning products, including their use:

- Sani-I-Cide – for cleaning/sanitizing utensils and dishes. Use 1 oz. to 4 gallons of water. Surfaces should remain wet for at least one minute followed by adequate draining and air drying.
- Bio-San – use for cleaning/sanitizing countertops – food contact surfaces
- Sani-Spray – for non-kitchen surface cleaning and deodorizing.
- HQD Plus – for cleaning floors - use in mop and cleaning bucket. Mix 2 ounces per gallon of water.

Paper products consisting of dispenser rolls of paper and toilet paper are located in the storage room. Trash container liners (large and small) are located in the storage room. When a trash can becomes  $\frac{3}{4}$  full please remove and replace the liner (otherwise it becomes too difficult to lift). Place the full trash bag in the covered dumpster located at the entrance road to the camp near the Shop. Remember to recycle and to sweep and mop as necessary.

Located in the Kitchen is a Weather Warning radio. Bathrooms are located off the Kitchen area for staff use.

### DINING HALL

Tables and benches are located in the Dining Hall and should be washed and sanitized after each use. Remove any trash containing food items from the Dining Hall to discourage animals. Trash should be removed to the blue dumpster located at the entrance road to the camp near the Shop. NOTE – keep all doors closed at night to discourage animal visits.

## **EBLING HALL**

Tables and chairs have been provided. Metal folding chairs are located in their respective storage carts at the southeast end of the room. Other chairs and tables are located around the perimeter of the room. ***Please note their location to be able to return them to their proper place at the end of your stay.*** Cover tables used for any craft work. The games and game equipment located in the hall are to be returned to their proper place.

Trash cans and brooms are provided to maintain a clean room.

## **SHOWERS**

A modern shower/bath facility is located at the west side of the camp. The facility is separated by gender and each has four shower stalls along with adequate toilets and sinks. Each shower/bath is provided with warm air hand drying units. Each camper will need to supply their own shower/face towels, soaps, etc. Remove all personal items daily after using the showers.

Between the shower units is located a maintenance/supply room. This room is restricted to responsible adults and contains cleaning supplies, mops, brooms, etc., allowing for each group to maintain a clean facility. Please keep the door to this room closed and locked and monitor activity in the room.

The Shower facility has been designated as a safer area for shelter during severe weather conditions. Located in the maintenance/supply room is a Weather Warning radio.

## **CABINS**

Nine cabins are located at Trail's End Camp. Maximum cabin capacity is located in each cabin. **Do not move bunks.** There are separation requirements that are required by law.

## **CHALLENGE COURSE**

Please see the caretaker for proper spotting and rules of the course. Some parts of the course will not be available at all times, as they will be taken up and down. If your group is going to use it as a structured time, please let the caretaker know and spend some time with them in order to be trained in order to run it. They may also come by during use in order to make sure everything is running smoothly. If you notice anything unsafe contact the caretaker right away! Safety is a number one concern at camp.

## **BOAT HOUSE and BEACH AREA**

The Boat House contains life-saving equipment, canoes, and life jackets. All equipment is to be placed neatly back in their proper place after each use. A broom and trash container are located in the Boat House.

## **CAMPFIRES**

State law requires a "fire bucket" filled with water be present at each campfire. Buckets are located near the kitchen. Fires must be continually attended. Remember to "douse and stir" each fire when done. No open flames are allowed except in grills or designated fire pits. The only designated fire pit is located near the BBQ pit area. We do have a portable above ground pit that may be used. Please let the Caretaker know if you wish to use this prior to your arrival.

## **VEHICLE PARKING**

Parking is allowed along the roadway. The vehicle must be at least 3 feet off the traveled portion of the road. See Caretaker for any other restrictions.

**SMOKING** is not allowed in any building and must be conducted at least 20 feet from any entrance. All cigarette butts or other material must be disposed of properly.

**CHECK OUT** - Meet with caretaker at the end of your stay to tour facilities and complete necessary paperwork.

***Please report any damage or items needing attention to the Caretaker.***