

## **Belize Baptist Training Center Cayo, Belize**

### **Check in Procedure for Groups**

Settle in, relax & enjoy your stay.

Please inform the camp staff of anything broken, out of order, or not clean as soon as possible.

Please feel free to ask camp staff any questions. We are here to serve you!

Please drive slowly on camp grounds, 10 miles per hour top speed on camp.

\*Children & animals are present so **PLEASE do not drive over 10mph.** Thank You!

### **Check Out Procedure for Groups**

**Please leave the camp the way you found it.**

\_\_\_ Turn in all keys used.

\_\_\_ Pick up small & large pieces of paper, trash and bottles on grounds, put in cans.

\_\_\_ Dump trash from bathrooms into outside cans.

\_\_\_ Sweep out dorms and rooms used.

\_\_\_ Return mattresses removed from beds to the proper bed.

\_\_\_ Return chairs to chapel, stack on stage, sweep chapel.

#### **Kitchen/Dining room,**

\_\_\_ Wipe tables and counters, sweep kitchen and dining room.

\_\_\_ Empty all contents of refrigerator, clean sinks & refrigerators & under stove tops

**Leader in charge of group should do a walk through dorms, rooms and grounds  
with camp administrator one hour before leaving.**

**Please give ideas on how to improve camp, please use the form you will be given for any ideas. Thank you for your help, it is much appreciated!**

**Thank you for using the Camp.**

**Please come back soon & may God bless you!**

## **Orientation for team/group camp use**

The following steps should be taken when a team or group uses the camp.

1. You should address the people the first night or first thing in the morning if they are too tired on the arrival night. Introduce yourself; give rules of conduct appropriate for the people using the camp, more details are important with youth teams. Adults also appreciate this information time.
2. This is the time to tell about conserving water and electricity.
3. In a very tactful manner, tell group where they should go and not go about the camp. Again, this will differ with different groups.
4. Ask the group to make sure and use the trashcans so the camp stays as good looking for the next group as it is for them.
5. Ask groups to not pick fruit or climb the trees.
6. Ask teams to only pick the fruit they will eat that day and no extra. Many will pick all they can and leave it when they leave. The next team will not use this fruit but want to pick their own.
7. **Go over kitchen rules with kitchen staff.** Make sure to point out that the kitchen is clean and would be expected to be that way for check out. Make sure the cooks do not cut on counter tops but use cutting boards. Make sure that people put the chicken they bring in a metal bowl before being put in the freezer. If they do not it will leave blood inside the freezer, and they will not be able to clean it out when they leave. If they put the freezer on coldest, the refrigerator will warm up. Rubber strap must be used on smaller refridge. Turn the stove knob past the clicking sound after it lights or the electric starter will burn out. Staff should turn off fans and lights at end of night and keep back chapel lights off when no one is using that area.