



Appendix I- Commuter Crew: Check Lists and Timelines

COMMUTER CREW PROGRAM CHECKLIST

Pre-Program

- New crew leaders interviewed MARCH – MAY
- New crew leaders hired into programs FEBRUARY - APRIL
- Crew Leader selection packet sent as Crew Leaders are hired. APRIL - MAY
- Crew Leaders return the following:
 - Crew Leader Offer Letter
 - Authorization/Consent for Background Check
 - State Background Check form
 - I-9
 - W-4
 - Medical Certificate (update for vet's)
 - Copy of driver's license
 - Copy of first aid certification card (both sides)
 - Copy of CPR card (both sides)
 - Emergency Contact Form
 - Direct Deposit form
- Crew Leaders are sent a list of confirmed Members and their applications MAY - ON GOING
- Pertinent Member forms are sent to the Crew Leaders as they come in to SCA MAY - JULY
- Parent Orientation, including Crew Leaders, at Regional sites JUNE
 - This should include:
 - Equipment List
 - Student Checklist
 - Biography of Crew Leaders
- Crew Leaders sent invitation letter to Crew Leader Training, including travel and logistics information APRIL - MAY
- Attend Crew Leader Training MAY – JUNE

Arrive at program site

A DAY BEFORE PROGRAM

- View project
- Arrange project logistics and equipment
- Pick up vehicle and arrange logistics
- Inventory and examine camp equipment
- Complete **Emergency Response Plan**
- Make misc. last-minute preparations

During Program

- Pick up students, give orientation 1st DAY OF PROGRAM
- Complete work project BULK OF PROGRAM
 - Document program using work log (ETO), incident
 - Report forms, journals, etc.
- Complete Thank You Letters to sponsors LAST WEEK OF WORK
- Complete recreation trip LAST 4-5 DAYS OF PROGRAM
- Complete Member evaluations LAST 2-3 DAYS OF PROGRAM
- Include:
 - Two copies of each members' sponsor(s), one for crew leaders, one for member
 - Crew Leader comment form and envelope to be returned to SCA
- Clean, Inventory and return to Regional Office- LAST DAY OF PROGRAM

Post Program

On-site:

- Clean, sharpen and return tools
- Complete work log
- Debrief with coordinator and discuss next year's program
- Clean, inventory and store SCA equipment.
- Return damaged (repairable) equipment to the appropriate regional office
- Return all First Aid kits, sleeping bags and backpacks to the appropriate regional office
- Dispose of extra food

Final Paperwork packet or ETO report to SCA

SEPTEMBER 15 AT LATEST

- Final Report

- Internal Program Evaluation
- Budget book and receipts
- A check for budget surplus
- Reimbursement request (as needed)
- Participant Evaluations originals
- Equipment Inventory List
- Medical Documents
- Medical Log
- Incident Report Forms
- Insurance forms (originals)
- Work Log
- Copy of Journal
- Lightly on the Land , Outdoor Leadership,
CL Handbook