



# LEGO ROBOTICS DAY CAMP

## Registration Desk Checklist

### Check in

- ❖ **Day 1 –**
  - Camper health form complete?
  - Any medications to hold at desk?
  - Parent email?
  - Give camper “PreCamp Questionnaire” & pencil.
- ❖ **Every Day –**
  - Acknowledge Camper & Parent – sometimes parents pass on info
  - Give Camper Nametag
  - Check off Attendance List
  - Collect any materials such as medications, gameboys, etc.
  - Tell Camper to put lunch/jackets in designated area
  - Campers buying lunch need \$1.50 at Beaverton PAL
  - Keep list of campers buying lunch

### Check out

- ❖ **Every Day –**
  - Pass out any materials to go home – freebies, notices, medications
  - Check that camper has lunch bag, jacket, etc.
  - Match camper with parent/designated pickup person (Non-parent/guardian pickup people must be preapproved by parent/guardian and have photo ID).

Collect name tags & place in registration box.