

HOST GUIDE

The guide indicating the forms you will need to fill out for both weekends and midweeks - Hosting Forms Index- is in the clear plastic box on the desk along with copies of the forms.

- **Hosting Information Form #1**
- **NOANY, Inc. Release of Liability Group Form #2.** All registrants must sign this **AND** the registration book.
- **Overnight Lodging Form #3** (copies on the desk in clear plastic box)
- **Chore List Form #4:** Please complete and post as soon as you arrive at camp. (This will help members/guests know when to report to work.) By delegating chores, you ease your responsibility and make your weekend go smoothly. **It is important to assign garbage and recycling disposal to two different members with cars (to transport outside of camp.**
- **Camp Nawakwa Attendance/User Fee Report Form #5:**
Within five days after your mid- week please mail this form with check(s) for camp fees, payable to NOANY, INC.
Suzanne Rocheleau, NOANY Deposits,
300 Albany Street, Apt. 4J, New York, NY 10280
- **Harriman Group Camp Attendance Form #6** – Please complete the mid-week attendance and scan/email to Jacqueline.Collins@parks.ny.gov of the Parks Group Camp Office. (Email address on form). You can also take a photo with a smart phone and e-mail to Alexandra (providing the photo is clear and numbers are legible)
- **Staples Report Form #7:** Please complete and e-mail to the next host or if unknown, to the Hosting Committee.
- **Closing Camp Nawawka Checklist Form #8.** Go through this checklist to ensure the Camp is properly closed. Leave the completed form in the clear plastic box and indicate if there were any issues.