

HOSTING GUIDE

The guide indicates the forms you will need to fill out for both weekends and midweek. Copies of Hosting Forms can also be found in the clear plastic box on the desk or shelf next to the desk.

1. **NOANY Inc. Release of Liability Group Form**

All registrants must sign this AND the registration book.

2. **Overnight Lodging Form**

(copies on the desk in clear plastic box)

3. **Chore List Form**

Please complete and post as soon as you arrive at camp. (This will help members/applicants 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.

4. **Attendance/User Fee Report Form**

Empty black lock box on desk, (email hosting@noany.org for combination) and send total fees to Suzanne Rocheleau, as shown below.

To minimize checks, please ask registrants to make checks payable to the host, who in turn will consolidate into one final check. Within 5 days after you host, please mail this form with checks to:

Suzanne Rocheleau, NOANY, INC
300 Albany Street, Apt 4J, New York, N.Y. 10280

Or, email forms and Zelle money to rocheleau3@gmail.com with the notation 'Total Fees dates from ____ to ____'.

5. **Harriman Group Attendance Form**

Please complete the week's attendance, scan it and email to GroupCamps@parks.ny.gov (located on the form) and copy hosting@noany.org.
Please note: A photo from your cell phone of the completed form can also be used.

6. **Commissary Form**

Please complete and email Commissary to (cathygrady@optonline.com), next person hosting and Hosting Committee.

7. **Closing Camp Summer/Winter Checklist Form**

Go through this checklist to ensure the Camp is properly closed. Leave the completed form on the desk. Indicate If there were any issues.