* Post Master must arrive at the Camporee by the Thursday before the Camporee begins
* Pre-Camporee Set up: by Friday sundown before the Camporee begins
* Volunteer Training for your volunteers: All day Sunday before the Camporee begins

**Post Master responsibilities before Camporee begins**

* Get a key for the post office from the On-site Communications Director, clean inside of post office
* Make sure to have chairs inside for volunteers
* Collect cash box from Onsite Communications office
* Go to local post office and make a connection with the desk staff, explain what's going to be happening and that you will be coming in daily to collect the mail under general delivery, purchase letter stamps and post card stamps (Purchased a roll of stamps and 100 post card stamps to start with) keep receipts to be signed by On-site Communications Director and turned into Ron Herr for reimbursement
* Get familiar with the Camporee map and drive around the grounds
* Deliver pre-Camporee mail
* Purchase post office supplies, such as hand sanitizer, book for keeping track of purchases, post it notes, bank boxes, etc...
* Get signs to hang for post office from Onsite Communications Office
* Pick up postcards for Pathfinders to purchase from Onsite Communication office to be sold in post office, price to be determined
* See On-site Communications Director for petty cash approval

**Week of Camporee – Camporee Post Office Hours, Monday 12:00-5:00pm, Tues.-Sabbath 9:00am-5:00pm**

* Day starts with worship at 7:30 at the On-site Communications office
* Next, go to the Oshkosh post office to pick up any mail at the counter, also pick up letter stamps and post card stamps if needed
* Dash back to the Camporee to unlock the door at the Camporee post office, bring cash box with change for daily transactions which included selling stamps, postcards and take charge of letters outgoing from Camporee, also wait for the first volunteer scheduled for the day to come in
* Deliver mail at the Camporee; this is the most challenging part of the day, navigating to find specific clubs as most conferences do not provide maps of club layouts
* Check back to the Camporee post office at each shift change to make sure Camporee post office is always manned and to make for smooth transitions
* Lock Camporee post office each evening at 5:00pm
* Reconcile cash box and remove from Camporee post office along with stamps
* Last trip to Oshkosh post office to take mail people dropped off during the day

**Sabbath**

* Morning trip to the Oshkosh post office to pick up the last of the mail, no purchases made, tell the clerk it will be your last pick up and any mail that they get **should be sent back to sender**
* Delivery of mail at the Camporee
* Camporee Post office is open in the afternoon from 1:00 – 5:00pm to receive outgoing mail only
* Last trip to the Oshkosh post office to drop off mail

**After Sundown or Sunday**

* Take down all signage
* Return key and all left over supplies to On-site Communication office with an inventory list
* Take signed receipts by the On-site Communications Director for reimbursement to Ron Herr, also take stamps not sold and transaction book