

CONGRATULATIONS!!

You've been chosen to lead the water ski trip on _____. The following should tell you all you need to know.

You've been given a budget of \$_____. Since budget constraints help to keep the costs of the trips down, we ask you to keep to the budget and get the best price for food, drinks, and any other supplies that you purchase.

Your budget:

Food	_____
Campground fees (\$10 /night/person)	_____
Trip Refund to leader	_____
Trailer pick up & delivery	\$10
Emergency Slush fund	\$25
TOTAL ADVANCE	

Coolers, Trailer Key, Check, Inventory and Accounting Information:

Call Patricia (323)651-0686 to make arrangements to pick up the cooler(s) and trailer key. Patricia will tell you who to return the coolers to and any transportation issues. Call Paul (310)320-0186 to get a check. You must return the inventory sheet in this packet and the accounting (Trip Summary) to Paul by the Wednesday following the trip at the latest. If someone else brings the coolers back, it's your responsibility to make sure they're returned to the designated person by that day. We must have those items to set up the next trip.

Food:

The shopping list is attached. Reasonable places to shop are Food 4 Less, Smart & Final, Costco. Buy only what is on the list. Even if the quantities don't seem right, we've found them to be the best for most situations. You don't necessarily have to buy the cheapest brands, but be cost conscious and don't buy the most expensive either. Food cost is important if we are to keep the price of our trips down. Don't buy anything with chocolate icing or anything else that might melt in 100+ temperatures.

Separate dry items from refrigerated items and repack shopping bags, separating each day's meals: Sat. breakfast, Sat. lunch, Sat. dinner, Sun. breakfast, and Sun. lunch. Mark each bag by day and meal. At the river, keep all dry items in someone's rv/trailer until the designated meal to prevent premature consumption, spoilage, or partially eaten foods. Don't leave bread, donuts, or chips unattended since at times we've had ants or birds join us uninvited. Display current menus (depending on the # of boats/people) and have people refer to them if they want to know how many of something to use for lunch, the salad, etc. The SCHEDULE OF EVENTS should be posted on the back door of the trailer. The more people who know that the information is available, the easier your job will be! Don't throw out any food until after everyone has eaten SUNDAY lunch.

Your shopping list is marked with an * to indicate items that don't have to be transported in a cooler if there's not enough room. At the river, put these items in the "ice" cooler that is stored in the trailer. Freeze the dinner meats and chicken to use as ice to keep the produce cool. Buy a block of ice for each cooler if you need to. The shopping list has been adjusted to show items that have already been purchased (or are already at the river).

Trailer Pickup and Storage:

We have made arrangements for the pick-up and delivery of the Club trailer. Therefore, the trailer should already be on the point when you arrive. If you set up camp on Friday, don't ice down any of the drinks until Saturday. Likewise, someone will return the trailer on Sunday to dry storage. You need to make sure that person is paid \$10 for taking care of our trailer.

Campground Fees:

You'll be given a list of people on the list. Everyone is charge and entrance fee of \$10 per person per day. There may be some people who will pay a day use fee of \$8 per person per day. Everyone gets their entrance free reimbursed. Some will people will be chosen to pick up a prepaid credit while others will be asked to pay. Those folks that paid will be reimbursed after the trailer is packed up on Sunday.

Medical Aid:

There's a first aid kit in the trailer that's stocked with medical supplies needed for most minor medical problems. There are also copies of a map giving directions to the hospital in Needles.

Ice:

Buy only blocks of ice. If you buy ice on Friday night, buy only what can be stored in a cooler that night. If one of the boat drivers stores his boat in Needles or someone stays there Friday night, try to make arrangements for him to buy the ice Sat. morning. This saves money. The place to get ice in Needles is Basha's on East Broadway. It is preferable to have ice at the point by 7 AM but the store doesn't open until 8 AM. So do the best you can.

You'll need 2 blocks of ice for the drink cooler to start and 1 block each for water and crystal light plus 6 extra to see you through lunch. Unwrap the blocks of ice as you use them. Fill the cooler with beer/soda. Add enough cold water to the drink cooler from the river (use the large cooking pot or white bucket), fill halfway. Keep the water at that mark throughout the weekend. The ice cools the water and the water cools the drinks.

You'll probably need to get 2-4 more blocks of ice for Sunday and maybe 1 block for the food cooler. Check with Gene. You may need to get crushed ice for cocktails. If it's really hot, you might need to get more than that. There is an extra cooler to store ice and it can be used Sat. night especially. If a boat driver needs gas, have someone go with him to get ice, or have someone drive to the store.

Use the block of ice whole, do NOT chop up blocks.

* There's usually at least one board member on a trip. Look for the following if you have questions:

Catherine Ohl	President	Patricia Ortiz	Trips Coordinator
Linda Newcomb-Mahis	Secretary	Simone Beaudoin	Reservations
Paul Jackson	Treasurer	Gene Fulkerson	Boat Coordinator

At the River:

Additional menus and the schedule are posted inside the trailer door. You need to organize the work, see that it's done at the right time, and get people to help. Everyone is expected to help. If you see people not helping, it's up to you to involve them. Plan your ski runs so that you're there to start lunches and dinner on time. Be careful not to waste supplies. There are plastic trays and bowls for food preparations - don't use paper plates. We generally only bring out enough thin paper plates for two lunches and large thick plates for dinner.

Be sure there are trash bags around the table and at the beach area. Replace them as necessary and have someone take them to the trash by the restrooms.

The coolers will need to be moved to the shady side once the sun starts hitting them. Be aware of this, probably just after lunch, depending on the month. They also need to be moved back on Saturday night so the morning sun doesn't melt the ice. Have people replenish the coolers as needed except on Sunday morning. On Sunday morning, you'll need to estimate what you think we'll need through lunch and clean-up -- the rest of the cases should be in the trailer. If the coolers are too full at clean-up time, people start stocking their personal coolers for the trip home and we don't provide for that. If there are extra cans left, we bring them back to LA and make sure the Trip's Coordinator or Inventory Coordinator gets them. We also do that with many of the food supplies that haven't been opened and can't stay at the river. Typically we toss everything cold that has been opened.

BBQ:

We need to make sure that there is plenty of fuel in the propane tanks.

Trailer Packing Guidelines:

(Note: there is really no space between objects)

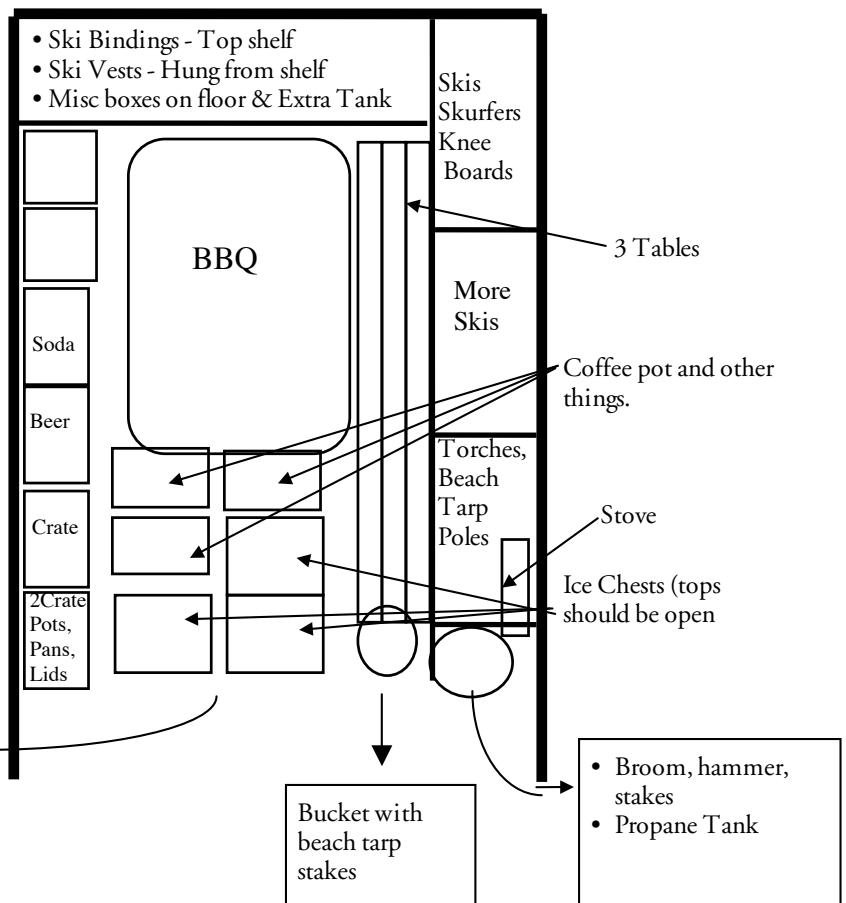
Crates stay in Trailer

Top Shelf -
2 First Aid Kits, plastic ware, paper plates, bowls, tuna
(NO GLASS)

2nd Shelf -
1 crate with spices
1 crate with frying pans & cutting boards

Top & 2nd Shelf -
extra supplies, cereal boxes, cups, can goods, propane bottles, lantern, etc.

- Water jugs & buckets go on top of soda/beer.
- Tarps go on top of coolers
- Kitchen tarp legs go on floor



Bag with kitchen tarp angles goes on top of poles
Beach tarp goes on top

HERE'S AN APPROXIMATE SCHEDULE OF EVENTS FOR TWO DAY TRIPS:

- Sat: 6 - 8 am Trailer is unloaded and supplies transported to river are brought to the trailer *
 Kitchen tarp is put up, kitchen table is set up, stoves is set up, BBQ out and connected*
 Someone needs to go for ice if arrangements weren't made beforehand*
 Fill water jug and make crystal light or ice tea -- add block of ice to each*
 Ice down the drinks - use loose cans first (if drinks are hot, precool in the cooler with cold river water).
 Coffee started *, breakfast put out
 Sunshades are put up (big blue one on beach.
 * Can be done Friday night
- 8 am - 12 pm Skiing!
- 11:45 Lunch preparations. Lunch is 12:00 - 1:00.
- 12:45 pm Coolers are moved to shade under tarp.
 Lunch and breakfast foods are put away.
- 1-5 pm More skiing!!
- 3-5 pm Ice needed. If we have cocktails also need to get chunked ice
 (check with Gene for exact amounts)
- 5pm Happy Hour – cocktails and appetizers
 Dinner starts: 1) Start bar-b-q
 2) Prepare food -- see menu posted on trailer
 Secure vests and skis on the beach far away from the river edge --
 the water level rises significantly at night!
 Garbage (cans, papers, cups) is picked up on the beach.
- 6 pm or so Dinner
- 7:30 pm 1) Straighten and secure supplies on the point.
 2) Condense cold foods into 1 cooler, load Sun.'s juice in drink cooler.
 3) Move coolers under tarp on up-river side of the trailer.
- Sun: 6 am Put out Sunday's donuts and cereal. Get milk if needed.
- 7 am – 11am Even more skiing!
- 8 - 10 am (or before it gets too hot and between ski runs) Trip Leader responsibility:
Straighten out the trailer:
 • Stack drinks into 2 or 3 piles against the wall over the wheel well -
 separate beer, diet beer, diet soda, regular soda.
 • Put stuff -- First aid kit, paper goods, large cans -- back on the shelf.
 • Pack remaining supplies in the crates.
 • Move skis, skurfers, etc. to the back ski compartments in the trailer.
 • Hang all available vest.
 • Have someone clean out the BBQ and load into trailer
 • Straighten out supplies in crates.
Do inventory counts: (extra forms on trailer door)
- 11 am Brunch preparation.
 Skis and vests are brought up from the beach and boats and loaded in trailer
- 12:30 - 1 pm Camp clean-up. Save food in ziplocs for people if boats are still out (they shouldn't be).
 • Campground and beach cleaned, sunshades are taken down, tables washed & loaded.
 • Finish packing the trailer and lock it.
 • Reimbursement of entrance/day use fees by trip leader.
 • Trip Leader to pay for trailer pick up and return.

Have a safe drive home and many thanks!!!!