



Volunteer Check Out Procedure

When checking out videos, Eagle banners, buntings, keys to camps, TV/VCR's or anything else from the council, the following deposits will apply:

Eagle Banners, buntings:	\$10.00
Videos / CD's	\$10.00
Keys to Camp:	\$10.00
TV/VCR:	See Below

- ❖ Deposits will be returned once the item is returned to Council.
- ❖ Fees do not apply if a D.E. takes something out themselves, but items that are not returned within one week (arrangements can be made if needed longer), your event may be charged.
- ❖ Only D.E.'s can sign out the TV/VCR or any large equipment (coolers, coffee pots, extension cords, tables, projectors).
- ❖ If these items are not returned in a timely manner, again, the event the item is used for will be charged. Any damaged items that are returned will be dealt with on case by case basis.

All items shall be checked in and out at the Front Counter, through the Customer Service Rep., the Registrar, or the Office Manager.