

Thomas D. Trainor
Scout Museum
Operating Procedure

1. Upon arrival, check in with camp rangers for key and weekend code.
2. Museum to be manned only by adult scouters.
3. Hours of operation: non summer camp hours
Friday at discretion of curator
Saturday 8.30 – 12.00, 1.00-6.00, evening by appointment
Sunday at discretion of curator.
Campmaster to be notified of Friday and Sunday hours
4. Display cases to be wiped down daily; floor swept and mopped, including toilets and trash removal.
5. Class A Scout Uniform to be worn during museum hours.
6. Patches, in metal box, are to be sold for \$3 and monies left in the box.
7. There are sleeping quarters for 4 adults. Living quarters to be cleaned and no food left in refrigerator. Dry staples must be left.
8. Food service is available the first weekend of each month and lunch will be available on Saturday (check with kitchen). Other times, curator must provide food.
9. All items donated to the museum should be recorded by filling out the donation form with the donor name, address and phone number and the form should be left intact with items. The museum committee will price the items and send a copy to the donator.
10. Check cleaning supplies. If supplies needed, call H. Hanna.

Any questions, call Harold Hanna (w) 313-592-4700 (h) 313-937-8233 (email) hamharold@aol.com