

Ribbon Manager Duties

*As soon as you arrive inventory all ribbons using camp supply list.

*If you are missing any ribbons, please notify the office immediately and have a shipping address ready if needed -no P.O. boxes.

*Sort out daily award ribbons and give to each staff member. This includes all outstanding achievement awards, special ribbons, and exceptional achievement. These ribbons are distributed during the classes.

*On the first night of camp at a line camp make sure you bring kick company ribbons for the "kick off".

*Make sure that after each day you collect all the ribbons from staff that they had left over. (You can keep an inventory of how many ribbons you pass out daily.)

*Please keep an eye on which teams are lacking ribbons. If you see that they deserve more than they have please notify the staff to really watch that team.

*You are also responsible for the evening team award ribbons. Make sure you have all of them in your bag where they will not get ruined. (There are several different types of ribbons that can be given out at night.)

*You are also responsible for final evaluation ribbons. Make sure you have plenty of ribbons for each team member. If you have the chance, you could count them out ahead of time. Again make sure that you collect all left over ribbons.

*Most importantly make sure that ribbons are not being wasted. Even though they seem like something small, they cost money too! ! !

*Make sure to get all ribbons for the next day out the night before. Be sure to get enough of every kind for all day, you may not get the chance to go back and get them.

Ribbon rule

**Do not put any rubber bands around the ribbons,
They leave a mark on the ribbons and then they are useless!!**