



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Dear Teachers and Coordinators,

Thank you for coordinating your school's Trading Post order. Although it takes some extra time to put the orders together, the students enjoy their purchases and will appreciate your efforts.

This year it is our goal to distribute school orders on the arrival day of the school. Students can then use the items they purchased while at camp.

As the coordinator, here are some things to keep in mind.

1. This is your master copy. All student orders are to be tallied on this sheet and faxed to Storer Camps, preferably 2 weeks prior to your camp visit. **You keep the students' individual forms.**
2. On the student order form there are places for submitting orders and payment information. It is helpful if you fill this in and then make enough copies for all your students.
3. Remind parents that student orders paid with a check need to be made out to your school. **Not YMCA Storer Camps.**
4. Sizes are adult unless otherwise noted.
5. A teacher or coordinator is needed to inventory the order at the time of pickup.
6. If we are out of an item or size we can exchange it or place the item on back order.
7. The Trading Post will be opened to parents and teachers during your stay for shopping and exchanging orders. Please see your camp representative while at camp for Trading Post hours during your stay.
8. If you have any questions, please call our main office at 517.536.8607 and ask for one of our customer service team members for assistance.

Thank you for your Trading Post order.

Sincerely,

Nancy Burger
Sr. Program Director, Outdoor Education
YMCA Storer Camps