



Girl Scouts® Volunteer Center Kapers

Take this form with you and make sure all Kapers are complete before leaving. Please leave the completed form and the key in the mail slot of the office door.

List any items needing repair or replacement on the back of this form. You will be called to return/replace any missing or damaged items.

Troop Information

Leader Name _____ Troop # _____ Service Unit _____

Grade Level Daisy Brownie Junior Cadette Senior Ambassador

Kaper Checklist

General

- Empty all trash containers and place in dumpster.

Main Room

- Vacuum the carpet.
- Arrange tables and chairs in an orderly manner.
- Leave key and kaper sheet in mail slot of front door.
- Make sure doors are locked when you leave.

Restrooms

- Clean any sinks, showers and/or toilets.
- Sweep and mop floors.

Kitchen

- Remove all troop food items from kitchen and refrigerator.
- Wash and dry all equipment used and return to its proper place.
- Sweep and mop kitchen floor.

I have reviewed the Camp Kaper Checklist and believe all is in order as marked. The condition of the property was left as clean as, or cleaner than when we arrived.

Leader Signature _____ Phone # _____