

CAMP CEDAR - DOMESTIC STAFF TRAVEL FORM 2017

**If filling this out on your computer, you can 'tab' through the form to complete the appropriate fields, save to your desktop, then attach in an email to jobs@campcedar.com or print out and fax to 1-617-277-1488.*

Please fill in the following information as fully as you can to help us prepare for your arrival. We will be happy to pick you up in Portland, ME at the jetport or one of the bus stations but you must let us know your arrival information in advance. Please bring our toll free number (1-888-844-8080) with you as you travel and let us know if you run into any delays or difficulties along the way. Also, if flying or taking a bus, please call us when you arrive to Portland and we will let you know who will be picking you up, their cell number and expected pick up time. There may be a short wait as we try to combine pick ups for several staff to make the trips most efficient. You are welcome to drive your own vehicle to camp.

Your Name:

1. Date of Arrival - All staff are due at camp by 5:00pm on Friday, June 17th. Also, for those who have been asked to take part in any of the pre-camp clinics (archery, ropes, trips, lifeguard), please plan to arrive the day prior to the start of the clinic.

- I will arrive on Friday, June 16th by 5:00pm
- I will on a date other than June 16th - please indicate other date if involved in clinics or have made other special arrangements:

2. Travel options to camp; Fly, Bus, Drive - If flying, the easiest option is to fly into the Portland Jetport (PWM) in Portland, ME. We will pick you up outside of baggage claim at the end of the terminal. Please call us (1-888-844-8080) when you land so we can confirm your pickup. An alternate plan would be to fly into Boston's Logan Airport (BOS). This tends to be a less expensive flight and you can then get on a Concord Coach Lines bus (about \$28) from outside your terminal at Logan to Portland, ME where we will then pick you up at the bus terminal. You can purchase your ticket once you get on the bus. Please call us from Logan to let us know which bus you will be on so we can time your arrival for pick up. Concord Coach Lines buses depart hourly from Logan and pick up outside of all terminals. You can see their Logan Airport to Portland, ME schedule at

http://concordcoachlines.com/images/stories/pdf/CCL_ME_Schedule_May2016_forWebsite.pdf

- I will fly into Portland, ME (Portland Jetport - PWM)
Date: Airline: Flight #: Arrival Time: PM
- I will come by bus to Portland, Maine
- Concord Coach Lines - recommended if flying into Boston's Logan Airport.
Date: Arrival Time to Portland, ME: PM
- Greyhound Bus Line - www.greyhound.com
Date: Arrival Time to Portland, ME: PM
- I will drive my own car - leaving from:
- I have extra space in my car (how many spots):
- I will be sharing a ride with:
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Planning your travel to camp:

- Please plan to arrive to camp (if driving) or to Portland, ME (if flying or busing) on the day designated as your first day of work in your agreement. Exceptions would be for those taking part in pre-camp certification clinics; Trips, Ropes, Archery, etc. For those taking part in one of these clinics, please plan to arrive the day before the start of the clinic. If you have any question about those dates, please ask.
- If you are flying into Portland or will be taking a bus from Boston's Logan Airport or elsewhere to Portland, please plan your arrival to be after 9am and before 5pm. If you find that arriving a day early or flying at a different time helps the cost of your flight, let us know and we can work with you.
- Once you have completed this Domestic Staff Travel form (can be done electronically and saved to your computer), please upload it to your "CampInTouch" account with all of your pertinent information.
- When traveling, carry our toll free number with you 1-888-844-8080. Call us if you run into any delays so we know to expect you later and can coordinate any pick up accommodations that need to be made.
- If you didn't give us your cell phone number in your application, please do. We will use this to try to make contact with you during the pick up process.
- When you arrive to Portland, call the camp number and we will update you on when to expect to be picked up and will try to give you the cell number of the staff member picking you up so you can coordinate the process.
- If flying into Portland's Jetport, you will be picked up outside of baggage claim. After calling camp and being given an expected pick up time, please go outside to the sidewalk to wait. The driver will not be able to leave the vehicle and come inside to look for you.
- If flying into Boston's Logan Airport, you will likely be taking the Concord Coach Lines bus from Logan to Portland (see the other side form for info). Please call us from Logan and let us know which Concord departure you will be on and when the estimated arrival time to Portland is. We will pick you up outside the Portland bus terminal.
- If taking Greyhound, please let us know well in advance which bus you will be on and when it is expected to arrive in Portland. We will meet you outside the bus terminal.

***Planning your departure from Camp:

Your last day of work is indicated on your Work Agreement.

Whether, driving, flying or busing, plan to leave camp no earlier than 1:00pm. As early as 1:00pm, we will give you a ride to Portland if needed to get to one of the bus terminals.

Historically, there has been a fair share of confusion about the departure time from camp which has led to undue amounts of frustration for all involved. Often we get the request to leave early because of "a very long drive ahead" or a flight or bus that was booked without understanding the departure time rules. The problem with planning to leave early is that the final cleaning of the bunks or your particular area of work, which is necessary after all the campers depart, gets placed on the shoulders of those staff who remain. This isn't fair to your co-workers so we ask you to respect the departure time parameters. If it happens that your bunk is cleaned early and there are no more responsibilities, you can receive your final pay and depart, **ONLY** after you have been dismissed by your Head Counselor or, if not a bunk counselor, another senior administrator.

Okay, think that is it for now. Please email us (jobs@campcedar.com) with your flight information so we know when you will be arriving to New York or Boston. Have a safe trip. We'll see you at camp!