



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.

Our goal is 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. Please retain your master copy of the order form. All student orders are to be compiled onto the order form and sent to YMCA Storer Camps, **no later than 2 weeks prior to your camp visit.** **You keep the students individual forms.**
2. Trading Post payments are done in one lump sum through the school. Remind parents that student orders paid with a check need to be made out to your school, **not YMCA Storer Camps.**
3. **Trading Post orders will have a separate invoice from your Outdoor Education invoice. Please pay your Trading Post invoice with a separate check from your Outdoor Education invoice.**
4. A teacher or coordinator is needed to inventory the order at the time of pickup.
5. Due to the Trading Post being open while groups are at camp, our inventory fluctuates and a particular item may not currently be in stock when your order is received. When an item is not available, we will notify you as quickly as possible to make exchanges or cancel items in your order. **To ensure that exchanges or item cancellations are done efficiently, please have your trading post order in to camp no later than 2 weeks prior to your camp visit.**
6. When able, the Trading Post may be opened for teachers and cabin leaders during your school's camp visit. Please contact your Storer representative to set up a time for the Trading Post to be open.

Thank you for your Trading Post order.

YMCA STORER CAMPS

Traditional Summer Camp | The Storer Outdoor School | Specialty Programs & Group Retreats
6941 Stony Lake Rd, Jackson MI 49201

P 517 536 8607 F 517 536 4922 ymcastorercamps.org