**2025 LightShine Ministries Team Leader’s Checklist**

**Start of Trip:**

\_\_\_\_\_\_\_Add Bob to 30 day countdowns: bneuensch@gmail.com. This will help him to prepare for your team and get the tools you need.

\_\_\_\_\_\_\_Correct keys for the vehicle. Keys located in the key box in the bunkhouse.

 Auto Safety Kit and First Aid Kit (in red bag) and on the front wall of the minibus

 Check lights on vehicle and trailer (if you are towing the trailer)

 Check tire pressure and spare tire in vehicle and trailer (if towing a vehicle)

 Document the start of the trip in the log book. All LSM vehicles have a log book.

 \*Any time the vehicle is used to go somewhere, it needs to be documented in the log book – date, odometer, destination…even if it is just a run to Walmart, please document it.

 Check the oil every time you fill up at the gas station. All our vehicles are gasoline.

 Load the small trailer with your tools, totes & equipment.

 Sleeping bags & Cots (if needed)

 Ice Chests, Plates, Cups, Napkins, Utensils, seasonings, food, cooking utensils (if needed)

 Leftover food supplies from previous teams – Angie will help with this

Most tools and supplies are stored in the garage of the bunkhouse. It is the responsibility of the team leader to determine what tools and supplies are needed for their assignment. A small or large trailer is available if needed. It is the responsibility of the team leader to keep the tools and supplies organized, in their proper places and to leave them as well as or better than they found them.

**End of trip:**

 Make sure log book has been completed

 Fill vehicle with gas

\_\_\_\_\_\_\_Wash vehicle if time and circumstances allow.

 Clean vehicle out for the next team (removing all trash, empty bottles, etc)

 Please notify Bob of any mechanical issues with the vehicle, trailer or any tools/equipment

\_\_\_\_\_\_\_Put all tools back in their proper location

\_\_\_\_\_\_\_Empty and Clean all ice chests.

\_\_\_\_\_\_\_Help Angie put leftover food, seasonings, food supplies away in the kitchen and pantry.

 Returns the vehicle & trailer keys to the key box in the bunkhouse.

**While at the base:**

 If you see something that needs done, please just do it.

 Wipe down sink and clean the toilet

\_\_\_\_\_\_\_Squeegee glass shower doors when you are finished in the shower. It keeps it clean for the next person

 Empty bathroom and kitchen trash cans – take full bags to the trash bin beside the old cook shack

 Sweep the kitchen floor and wipe down kitchen tables and countertops

\_\_\_\_\_\_\_Do dishes and/or fill, empty, run dishwasher as needed

 Hang your wash cloth and towel on the hooks located at the end of your bunkbed.

 Shower/Personal hygiene bags can be kept on the shelves in the bathroom or by your bunkbed.

**Before Leaving the Base:**

**\_\_\_\_\_\_\_**Put your dirty towel and wash cloth in the hamper

\_\_\_\_\_\_\_Strip your sheets and pillowcases off your bunk and put the dirty sheets in the hamper. Once all the beds are stripped, bring the hamper downstairs and place by the wash machine.

\_\_\_\_\_\_ Put clean sheets and pillowcases on beds so they are ready for the next team.