**Check-Out**

**End of Conference Check-Out**

Check-out time is Friday from 6:15 to 8 a.m.\* and 11 a.m. to 1 p.m.

\*U.P. counties that want to arrange for their entire delegation to check out early on Friday morning but still eat lunch need to arrange this in advance with the 4-H Exploration Days coordinator. The event coordinator must provide a list of early check out counties to the residence hall staff at least a week before the start of the conference.

1. Participants should do the following when leaving their rooms:

* Check drawers, closets, under bed, in shower for personal belongings.
* Close all windows, leave blinds open.
* Remove sheets and pillowcase from bed and towels from bathroom. Sort and place linen in the appropriate pile or bin in the lobby of your assigned floor.
* Fold blanket and leave on bed with the pillow and mattress pad.
* Drop garbage bags in compactor on hall floor.
* Lock door when leaving room. Be sure all lights and faucets are turned off.
* Turn their conference evaluation, room key and card in to their CCA.

2. To properly account for all keys and conference cards\*, the following steps must be followed:

* A check-out packet will be prepared by the residence hall for each county and should be picked up by CCAs on Thursday evening at their hall 4-H Information Center from the Head CAs.
* Using their check-out packet and the updated housing sheet copy provided by the dorm, each CCA collects all keys and conference cards for their delegation. CCAs check off each person’s name on the list as they collect their key and card. (Participants do not return keys and cards personally at the hall front desk.)
* CCAs then turn in ALL of the county’s key and cards in the collection envelope, along with the 4-H housing list, to the hall front desk on the side of the building where their group was housed.

\*MSU’s fee for lost items is $75 for each key and $10 for each conference card. However, if a key or card missing at check-out is found and returned to the State CYI/4-H Office within a week after the event, the participant will not be billed for the missing items. Counties will receive an email notice if their delegation has any lost keys or cards and be asked to follow up with the participant and remit payment within the next month.

All conference participants must be out of the residence halls by 2 p.m., when the outside doors are locked and 4-H Exploration Days is officially ended.

**Early Check-Out**

Check out that occurs any time before Friday is handled differently. The early check-out process is:

* The early departing participant must turn in their room key, card and linens, accompanied by their CCA, directly to the hall service desk on the side of the building where they were housed. The hall staff should record that all items were returned on a form retained by the hall staff. The Head CAs staffing that dorm’s 4-H Information Center should also be informed of the early departure and record it on their copy of the county’s housing sheet.
* When the CCA turns in the keys and cards for the rest of the delegation on Friday, the CCA should also note on the key/card collection form that the early departing participant’s key, card and linen were turned early and separately.