

# DRUG AWARENESS TRAILER GUIDELINES

May 2015

To Reserve the trailer,

Please Contact the appropriate trailer coordinator:

PA East – Karen Hacker – Berwick Lodge – 570-594-0299, [Karen.hacker@gmail.com](mailto:Karen.hacker@gmail.com)

PA West – David Holmes – Philipsburg Lodge – 814-342-4101, [davidgholmes@verizon.net](mailto:davidgholmes@verizon.net)

Reservations are made first come first serve. Each person reserving must be an Elk and provide the name of their lodge, contact phone #, # of days of use, purpose to hold the reservation

Tracking Reservations:

Each Trailer Coordinator will keep a written or typed copy of the schedule. A monthly report of that schedule should be sent to the State Chairman.

Rules for Use:

Trailer Coordinator will inform the Elk reserving the trailer of the rules for use:

- Lodge using the trailer must coordinate with the either the trailer coordinator or the Lodge using the trailer previous to them to meet at a ½ point for exchange of the trailer
- Lodge must have a vehicle that is able to tow with a trailer round ball trailer hitch
- Lodge using the trailer must track the supplies used during their event for reporting to the Coordinator
- Lodge using the trailer must either return the trailer back to the trailer coordinator or hand it off to the next lodge using the trailer by traveling at least ½ between the 2 locations.
- The Lodge and Contact Person have full Responsibility for the trailer while in use. Keys must be kept in a secure place to restrict access to the trailer.
- The Trailer must be parked and kept in a safe place to prevent theft...
- Any damage or theft of the trailer should be reported to the trailer coordinator immediately
- Fuel charges to coordination of delivery or return of the trailer are the responsibility of the lodges

Reporting:

- Each lodge is responsible for completing a Report at the end of their reservation and sending that report to the Trailer Coordinator. The report must be received within 2 weeks of the trailers use.
- Failure to provide an accurate report will limit the lodge's ability for future use of the trailer.
- Lodge Coordinators will send copies of all reports on a monthly basis to the State Chairman to be included in Grand Lodge Reporting.