Preparing for Base Camp Outage – Oct. 9ᵗʰ – Oct. 25th

Club Members

If you have a project/speech during the outage:

- ✓ **Download & save the Evaluation Form**
- ✓ **Read through the project**
- ✓ **Complete the Assess Your Skills After**

Check all projects you have completed:

- ✓ **Verify that Assess Your Skills have been completed**
- ✓ **Verify that all completed Level Completions have been submitted**
- ✓ **Check your Education Awards and verify you have received credit for all completed Levels – If you are missing awards, contact your VPE**

If you are an evaluator:

- ✓ **Download & save the Evaluation Form for your speaker**
- ✓ **Read the project summary for the project**

Areas that may be affected by the update

- ✓ **Documents-download and save to the local computer**
- ✓ **Feedback – take a screen shot of feedback & save to the local computer**
- ✓ **Assess Your Skills - take a screen shot & save to the local computer**
- ✓ **Meeting Roles - take a screen shot & save to the local computer**
- ✓ **Level 2 Projects - take a screen shot & save to the local computer**
- ✓ **Completion Certificates – Download & save to the local computer**

> *"Alone we can do so little; together we can do so much." – Helen Keller*

Base Camp Managers

Prior to October 9th

- ✓ **Determine which members have projects scheduled during the outage**
- ✓ **Approve all level completions**
- ✓ **Submit all Education Awards for Level Completions that have been approved**
- ✓ **Verify projects marked complete in Easy Speak**

Clubs

Prior to October 9th

- ✓ **Download and keep a generic evaluation form**
- ✓ **If you know the projects the speakers will be completing, download the specific evaluation form**

Update

Major changes

- ✓ **Only 6 Paths will be updated**
- ✓ **Can not purchase the 5 remaining non-updated Paths after the update**
- ✓ **Can still work in the non-updated Paths**

Resources

On District 39 Website

- ✓ **A generic evaluation form is located on the District 39 website under Member Resources/Pathways/Pathways Documents**
- ✓ **A complete list of Project Descriptions can be found on the District 39 website Home Page under Pathways Paths and Projects Catalog**