

## **Emergency Packet and Van Information:**

### **Money:**

- Money should only be used for EMERGENCY purposes (i.e. not for personal use such as food, showers, etc.).
- If any money is spent for emergencies, **receipts must be turned in to Katie Lowitzki** at the end of Walkabout. There is an extra envelope titled “Emergency cash receipts” included in the emergency packet for you to place any receipts you may have.
- If money is used for meals when dealing with an emergency, please get an itemized receipt and write the names of those who ate the meal on the back of the receipt.
- REMEMBER, any money spent MUST be accounted for! 😊

### **Keys:**

- There is a key holder in the emergency packet that will allow you to place your van key under your van when you reach your trailhead.
- Please place the key under the driver’s side wheel well.

### **Gas Cards:**

- Whenever you use the gas cards, please keep the receipts with the card that was used to purchase the gas. Receipts for gas should be placed in the “gas receipts envelope” in the emergency packet.

### **What to do with the emergency packet with you get home from Walkabout:**

- Make sure the following are in the emergency packet:
  - Gas Card(s) and receipts
  - Emergency money and receipts
  - Key box
  - Emergency booklet
- Give the entire emergency packet to **Katie Lowitzki**.

### **What to do with the vans when you get back from Walkabout:**

- Once all the equipment is unloaded and we have eaten lunch, you can drive your students back to main campus if you would like. Otherwise, please make sure your van is taken back to APU’s main campus in the main parking lot. Thanks! 😊

### **What to do with your driver logs, keys, etc.:**

- When you get back to APU after walkabout and your van is back at APU’s main campus, please give your driver logs, van paperwork, and key to **Katie Lowitzki**.