

VERY IMPORTANT!! You must distribute the **BJÖRKLUNDEN WEEKEND POLICIES** to all your participants **before arrival** so that all names on the completed roster (due to Kim on the Monday before your visit) are in agreement to the rules and expectations, as well as entitled to their enjoyment of Bjorklunden.

BJÖRKLUNDEN WEEKEND POLICIES:

Please thoroughly read the **BJÖRKLUNDEN WEEKEND POLICIES** to avoid confusion and insure efficiency. They have been put in place for your convenience, safety, and the well-being of Bjorklunden.

When signing up to visit, students should remember that Björklunden was and is a gift to the campus, and their attendance comes with expectations. Every effort should be made to attend once that commitment has been made, and to abide in compliance with LU and Bjorklunden policies. Group Leaders are required to stay in close contact with Björklunden regarding any change in participants.

All guests must abide by these policies to ensure that Björklunden is available for student use for many years to come.

- With regard to **transportation**, we use buses to transport students to and from Björklunden. The **Friday** buses depart from **The Con at 6pm**. The return buses will leave from Björklunden at **3pm** on Sunday and will arrive back at **The Con around 5pm**.
- The Bjorklunden Student Weekend Program runs from 6:00 pm on Friday to 5:00 pm on Sunday. All registered students and faculty are expected to be at Bjorklunden and under compliance of the expectations for this duration, unless a campus event interferes and accommodations have been made between group leaders, Kim, and Curt.
- Dinner is not served on Friday upon arrival. *Please be sure your participants eat on campus before departure. Buses will NOT stop!* **PLEASE DO NOT BRING FOOD TO BJORKLUNDEN**
- **New Van Rental Policy!!** There will only be one van available per weekend for Björklunden's use. The schedule will always be the same - departing at 8am on Saturday. The van will return to campus immediately so those students coming up in the Saturday van will have to take the 3:00pm bus back to campus on Sunday. The conflict requiring a student to use this late departure van must be Academic/Athletic in nature – and the event they are attending at Björklunden must also be Academic/Athletic in nature. Campus will provide the van and driver. Please send the names of the passengers as well as the reason for the van rental as soon as possible. The last day to register a van is the Wednesday before your visit. **NO exceptions!!**
- Under no circumstances are students to drive their own vehicles to Björklunden. They will not be allowed to stay at Björklunden and will be reported to the Dean of Student's office.

- For Prospective Students who are under 18 years of age, consent must be given by parent or legal guardian before participating in the Björklunden experience. Please note these individuals on the group participant registration list.
- **New:** To ensure the comfort of all Björklunden guests, we have added a housing preference column to the Group Leader Form. Please note in which room a guest would feel most comfortable staying: Same Gender (G), for individuals who would like to stay in a room with people of the same gender. Or Non-Gendered (N) for individuals who have no preference for the genders of their roommates.

THE 4 RULES OF BJORKLUNDEN

1. Stay out of any locked areas; this includes the kitchen, boiler room, storage rooms and offices.
2. Drugs and Alcohol are forbidden on the bus and at Björklunden. Smoking is not allowed in the Lodge.
3. Respect one another's personal Björklunden experience.
4. Respect the Björklunden Lodge and property... Many people donate time and money to ensure Björklunden is open to LU students. Leave the Lodge as you found it.

Logistical Policies

- Each participant should convey any special dietary needs as well as medical concerns to the Group Leader before registration. The kitchen cannot accommodate any dietary changes after The Imperative Meeting. **Please note:** the dietary column on the roster is for dietary restrictions only. This is not for preferences. There is always plenty of food and a lot of variety. The kitchen staff is small and cooking individual meals puts extra stress on the staff. We'd like to put that extra effort into those who have legitimate allergies and/or restrictions. Thank-you!!
- Upon arrival, students are required to attend the Imperative Meeting for an overview of weekend procedures. The Imperative Meeting takes place 15 minutes after the buses arrive, and will only take 15 minutes.
- In addition to clothing and items needed for personal comfort, participants should bring a pair of "house shoes" so that it is not necessary for them to wear street shoes in the lodge. This is especially the case in the winter months (*i.e.* October through April!) as it will help keep the lodge comfortable and clean.
- Dogs are not allowed in the main lodge. Please contact Kim with questions regarding pets.
- The office is closed on the weekends. In the event you need to reach someone at Björklunden during a student weekend, please call (920) 839-9400.
- Philip Clark will be at Björklunden to greet students when they arrive. Students will sign up for a room (4-6 people per room) **using their first name and the first initial of their last name.**
- Each room will then sign up for an 'Opportunity'. 'Opportunities' are tasks or chores that each student room must perform to help keep the lodge running smoothly throughout the weekend, as

well as for incoming groups. Group Leader(s) must make certain that each student room signs up for one 'Opportunity'.

- Leaders are responsible for reminding students of their assignments, as Bjorklunden staff will be busy cooking and unable to find students at the time of their responsibility. Group leaders are responsible for replacing a missing student if they cannot be found at the time of the 'Opportunity'.
- Make certain to schedule time to allow for students to clean their rooms between breakfast and lunch on Sunday. Room Inspection will occur while lunch is served! This ensures an appropriate amount of time for lodge cleanup. Guests must correct any cleaning issues per Philip before the Bus departs from Bjorklunden.
- Faculty, Staff, Guests and Students are ALL required to clean their own rooms – NO exceptions. (Just like it was left clean for you by those who came before you - please leave your room clean for those who come after you).
- If you have any questions, feel free to contact Björklunden at 920-839-2216 or via e-mail to kim.a.eckstein@lawrence.edu.

** Your stay at Björklunden is the sum of many gifts. Donald and Winifred Boynton donated Björklunden to Lawrence in 1974. Formally the Boynton's summer home, Björklunden's original lodge was destroyed by fire in 1993. In 1996 the lodge was re-built and in 2007 a 20,000 square foot addition was added to facilitate weekend seminars for LU students, a.k.a. YOU! This lodge was made possible by hundreds of donors who continue to give to The Boynton Society, which raises thousands of dollars to make your stay here possible and free to all participants! Visit <http://www.lawrence.edu/dept/bjork/> for more Björklunden history and information.*