

INSTRUCTIONS TO COACH MONITORS

You are being handed a list of those person who will ride with you on your Coach. You will be in direct charge of them from the date of departure until they are checked in at the new center. It is your responsibility to see that they arrive intact. Our Camp Monitors will have the people prepared for departure but you should visit each party on your list and make yourself known to them.

You are requested to particularly observe the following:

DEPARTURE

1. If departures are early in the morning breakfast may be served at a special place and time. You will be notified and you should notify your people.
2. Inform your people of the time and place they are to meet on the day of departure.
3. Call off the names to see every one is present.
4. Hand Luggage other than Purses, Blankets, Pillows and Magazines should be neatly piled for truck pick-up.
5. Start walking to Recreation Field at the appointed time. You will be notified.
6. Make single file line at Entrance to Recreation field. You at head and others in the order they appear on your list, Coach 1 to left then 2, then 3, etc.
7. Walk in Entrance when your Coach No. is called going directly to row of benches under your Coach No. Keep people together in listed order with the top of the list headed East toward Main Street. Have them keep their seats to avoid confusion.
8. At a given call walk your line toward the Personnel checking table at the North outlet. You stay at the personnel table and call off the names of the people until all have passed through and tallied as O.K. Get up to the head of column and follow the M.P., to the train.
9. Find your Coach No. Coach No. 1 is the one nearest the engine. Have parties pick up their hand luggage and enter the Coach under M.P.'s. Count in listed order. Tell people to keep their seats until train starts.

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ON TRAIN

1. Confer with Chief Train Monitor about instructions. Have all people obey same.
2. No doubt you will have to appoint clean up crew for aisle and latrine.
3. Most likely the shades must be drawn when the lights are put on.
4. If there is a dining car arrange with Chief Train Monitor about time for your Coach. Diner holds about 38 people. You must arrange rotation order for your Coach.
5. If anyone becomes ill call the Nurse or Doctor who will be somewhere on the train.
6. Assist in comforting the people all possible.

ARRIVAL AT DESTINATION

1. Keep people together as there may be another count on arrival.
2. Have people claim their luggage if this is necessary.
3. Check for forgotten items.
4. Supervise any transference to buses if such are used.
5. Once in the new Center you may be given further instructions.

Remember that the good reputation of the whole POMONA CENTER and its MANAGERS depends upon continued cleanliness, good order and behavior. Your cooperation will be greatly appreciated.

C. E. TRIGGS, Manager