



## BUS RESPONSIBLE

Your main responsibilities are:

1. Bring the bus list that you will receive from Lisbeth, and a pen
2. Welcome everyone at the meeting point (get there early)
3. Check that all passengers are present, both in Copenhagen and Rødby
4. Make sure the bus can leave on time
5. Check that all passengers in Rødby are picked up
6. Be particularly welcoming to newbies
7. Get the ferry tickets for everyone at the Kragenæs ferry. Remember the secret code!
8. Make sure the luggage gets on board the ferry (it is loaded on a trolley)
9. Hand over the bus list to the economy responsible at camp
10. Have fun!!

If you, as the bus responsible, are prevented from showing up on Saturday and have not found a replacement, you must immediately call the camp on the camp phone at 30 22 06 65.

### Keys

You must contact the secretariat yourself if your week needs to bring something from the women's house and needs a key to get in. It is only in special cases that there is a need for access to the house. Transportation of material is primarily done privately or by showing up at the bus with what needs to be brought.

### Departure from the Women's House

Attention – because of the bicycle lanes, we meet at Adelgade 5-7 by Generator Hostel. Almost opposite the Women's House.

For international week, you must be at the Women's House no later than 9:00 AM. The bus leaves at 9:30 AM after loading the luggage.

Greet the participants when they arrive and ask them to be ready to pack their things on the bus when it arrives around 9:10 AM. You can encourage passengers to buy drinks and food for the journey at Rema 1000 just opposite the Women's House or at netto in Adelgade. There is no opportunity to shop along the way.

When the bus arrives, introduce yourself to the driver and double-check the departure time with them.

For international week, the bus should be in front of the Generator Hostel at 9:10 AM. If it is delayed, you must immediately call the bus company: **Bus rental, Solibus by Per: 23414606**



Before you leave, you must check if all passengers are present. Tick off those who are on the list and write down those who are not.

Checking the payment for the bus ride is not your responsibility. Most have already paid; the rest will pay to the economy responsible at camp. You just need to make sure that all passengers on the bus are also on the bus list. If you have additional people, please add them to the list. You hand over the bus list to the economics responsible when you arrive at the camp.

If a participant has not shown up, you can try to call them. If they have provided their phone number, it is on the bus list.

Of course, it is the passengers' own responsibility to bring all their luggage but check anyway if everything is on the bus. As soon as everyone is there, the bus can leave, but no later than 9:40 AM (consult the driver if necessary).

### On the Way

You decide how "service-minded" you want to be on the bus, but passengers heading to Femø for the very first time will probably remember you if you exchange a few words with them. See if they have questions and maybe tell them a bit about how the arrival at the camp and accommodation works.

(The following information is not relevant for international week: For all other weeks, it is pre-arranged with the bus company that passengers will be picked up in Nørre Alslev if there are passengers from Jutland, Funen, or Zealand who have signed up for the trip. On the trip to Kragenæs, the bus arrives at Nr. Alslev station *around 12:30 PM (Meeting time 12:15 PM).*)

During International week, there are no stops in Nr. Alslev. We make a pick-up at Rødby Harbour instead. Hence the earlier departure from Copenhagen.

Since there is a toilet on the bus, no pee breaks are held.

If a spontaneous break is taken along the way, it is your task to ensure that everybody returns to the bus in time, because you need to catch a ferry at Kragenæs.

### Rødby Harbour

On the way to Femø the bus will stop at Rødby Harbour at 12.30 pm to pick up those who arrive by ferry from Puttgarden. The meeting point is where the regional buses stop, close to the regular car parking. Follow the signs to Rødby Færge Station on Færgestationsvej.

### Kragenæs Harbor and the Ferry

A 30-minute break is scheduled at Kragenæs Harbor, where people can use the toilets or buy sweets, drinks, and food and you can buy the tickets.



Remind passengers that everyone helps to get the luggage from the bus onto the trolley, and to get the trolley on board the ferry.

### Ferry fee

The bus passengers have already paid for the ferry in advance. Therefore, bus responsables have to go to the ticket office and show the bus list with the number of adults and children written on it. You must say that you should be written ON ACCOUNT (“på konto”). It is the women's camp account – it has number 77.

### Femø harbour

The truck responsible will be waiting for the group at Femø harbour. All luggage can be loaded on to the truck. The group, however, has to walk to the camp by foot (about 40 minutes). People who cannot walk that long may get a ride on the truck.

### At the Camp

When you arrive at the camp, you hand over the bus list to the economics responsible and if the bus had something from the office, you make sure it gets to the right person/place.

### Questions

If you have any questions, you are welcome to write to the office at [kontoret@kvindelejren.dk](mailto:kontoret@kvindelejren.dk) or if it is urgent – call the camp.

The camp's number is: 30 22 06 65

HAVE A GOOD TRIP