

Mail/Package Receiving Shelf

1. Place a post it note or tape a slip of paper with the current date on all of packages that are on the shelf.
2. Look for older packages that have been there for a week or more and move them to the lost/found shelf in Camden's office.
3. **Important:** Email Camden at: Camden@protohaven.org or via direct message on Discord and let her know the names on the packages that got moved back to her office. Camden will reach out to those people.

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