

*Elves; When flying to and from the North Pole: Keep your eyes out for those airplanes! Fly above the roof tops stay under the clouds. You're faster than almost anything, but you can still be seen, so be very careful.*

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*Reporting Elves: Please fill out all sections as well as any and all updates. Turn in the DAILY update to your Head Elf by 2:45 AM sharp!*

Reporting Elf:

Assigned child or children:

Names of all in household:

Address of child or children:

Notes for Santa:

All reports go to **The Head Elf Bernard** for review.

**Final viewing by Santa 12/23**

*Once you're out of the house, fly back using the buddy system! Make sure to eat well when you come home each night. Remember to leave early enough to get back in time before your family wakes up!*