

Thank you for considering volunteering at the Cheboygan River Front Range Light

By Terry Pepper

If you have ever yearned to gain a glimpse of the lighthouse keepers life while simultaneously helping your organization in the operation and maintenance of this unique downtown river lighthouse, consider volunteering at our Cheboygan River Front Range light.

Volunteer couples will live at the lighthouse at no charge while providing an enjoyable and hospitable environment for visitors from 9:00 a.m. to 5:00 p.m. on Saturdays, Sundays and Holidays between Memorial Day and Labor Day.

Keepers will emphasize safety precautions for the visitors as they proceed up into the tower, and regulate the number of people in the tower to two people in the lantern at one time. Daily cleaning of the lantern is necessary as well as sweeping down the tower stairs. An important duty of the keepers will be to staff the gift shop. You will be trained to maintain a record of sales, collect cash, make credit card sales and make change. In addition, daily cleaning of the gift shop including dusting, vacuuming and sweeping will be necessary.

Since volunteer keepers will be working in pairs, you will be free to swap between gift shop and tour duties as you see fit. Keepers will also be responsible for building and grounds maintenance throughout the day. This may include sweeping down buildings, mowing the lawn, trimming grass, changing light bulbs, etc. There will also be special projects from time to time, ranging from carpentry, light demolition, painting, etc., depending on the individual keeper's abilities.

Located centrally downtown, the experience of serving as a weekend volunteer keeper at the Cheboygan River Front Range light offers a unique combination of staying in a historic riverfront lighthouse while enjoying all the amenities of a bustling downtown area. Again, there is no charge for volunteers living at the lighthouse in this program. For additional information contact Terry Pepper at 231-436-5580 or by email at terry@gllka.com



Cheboygan River Front Range Light Volunteer Keeper Manual

Introduction:

The Cheboygan River Front Range Light was established in 1880 and has operated as an active aid to navigation ever since, guiding vessels into the Cheboygan River. The Great Lakes Lighthouse Keepers Association (GLLKA), an all volunteer organization, became the owners of the station under the National Historic Lighthouse Preservation Act in June 2004.

It is GLLKA's plan to restore the station to its 1948 appearance with the goal of creating a "living museum" for the public to enjoy.

As a keeper, you are joining many other volunteers whose commitment and dedication over the years have contributed to GLLKA's success. These volunteers have spent countless hours restoring, protecting and interpreting the St. Helena Island light station, and are now undertaking the restoration of the lighthouse. We hope this introduction will provide you with an overview of the requirements of volunteer keepers. In addition to this overview, and the instruction you will receive on your appointed Training Day, there will also be a copy of this keepers manual at the lighthouse to help you perform your daily tasks and any necessary emergency procedures.



Rear view of the lighthouse circa 1945

Volunteers are the backbone of our organization.

On the following pages, please find the scope of duties for the keepers program as well as the specifics of the program. Volunteer keepers make it possible for many others to enjoy a visit to this historical site. This commitment is critical to continuing the restoration and preservation of Cheboygan River Front Range Light. Thank you for helping us to keep the light shining.

Scope of duties:

Our keepers have three primary areas of duty. They include the gift shop, the building and grounds maintenance. During your time your mission is to provide an enjoyable and hospitable environment for visitors entering the lighthouse. Collecting donations, operating the gift shop, bookkeeping and other daily cleaning procedures will be necessary. Your specific duties will be as follows:

The Tower

Keepers will emphasize safety precautions for the visitors as they proceed up into the tower. Keepers will also regulate the number of people in the tower to two people in the lantern at one time. Daily cleaning of the lantern is necessary as well as sweeping down the tower stairs.

Gift shop

An important duty of the keepers will be to staff the gift shop. You will be trained to maintain a record of sales, collect cash and make change. In addition, daily cleaning of the gift shop

including dusting, vacuuming and sweeping will be necessary. Only merchandise approved by the gift shop manager is to be sold in the gift shop. Since volunteer keepers will be working in pairs, you will be free to swap between gift shop and tour duties.

Building/Grounds Maintenance

Keepers will be responsible for building and grounds maintenance throughout their stay. This may include sweeping down buildings, mowing the lawn, trimming grass, changing light bulbs, etc. The lawn mower is located under the back porch and gasoline, the electric string trimmer, extension cords and hoses are located in the oil storage building. The key to the Oil Storage building is located in the kitchen on the back of one of the upper cabinet doors. The key is easily identifiable as it has a photo of the oil storage building on the fob. Please be sure to replace the key to this location after any use.

Keepers are asked to dispose of all trash in a plastic trash bag and either take it home with you or leave it in the gift shop when you leave so we can pick it up and dispose of it in Mackinaw City. Keepers are also asked to keep the sand/dirt swept from walks, porches and steps. Keepers' vehicles may be parked in the parking area in front of the lighthouse. Please park in a location where your vehicle will not interfere with folks photographing the building. Each individual keeper or couple is limited to one vehicle on the site at any time. Please do not leave personal items such as chairs and shoes on the porches and sidewalks or in other outdoor areas of the light station. We want to ensure that our visitors have a clean, uncluttered view of the lighthouse in their photographs.

Special Projects

There may also be special projects from time to time, ranging from carpentry, light demolition, painting, etc., depending on the individual keeper's abilities. Possible projects will be discussed during your orientation session. For returning keepers, possible projects will be discussed ahead of time.



The Cheboygan River Front Range Light as it appeared in 1925

Open hours

The lighthouse is scheduled to be open to the public on both Saturday and Sunday from 9.00 AM to 5.00 PM. New keepers are expected to arrive at the lighthouse at a prearranged time on Friday for a two hour orientation and training session. Returning keepers may arrive at any time as long as they are at the lighthouse to open up on Saturday morning. You are free to leave at any time on Sunday evening after closing. You are welcome to stay at the lighthouse for a longer period with prior approval.

Living quarters:

You will find the living quarters to be cozy and comfortable. As keepers, you will have access to the entire building as your home during your stay. However, since the building is open to the public from 9.00 AM to 5.00 PM, you will need to store all of your personal items and bedding in the appropriate locations. During open times, the beds should be returned to the condition in which you found them.

What's here and what to bring:

One bedroom is furnished with two single beds and the other with a double bed. The kitchen is furnished with a stove, microwave, refrigerator and coffee maker. GLLKA will provide basic household items such as paper towels, bathroom tissue, napkins and cleaning supplies. Keepers are expected to provide all their own food, soap, shampoo and other personal items. You will also need to bring bed sheets, blankets, pillows, (or sleeping bags), towels and washcloths. Keepers are encouraged to plan simple meals. There are a number of excellent restaurants in the area within walking distance of the lighthouse where breakfast and dinner of all types can be obtained should you wish to avail yourselves of these services before and after open hours.



The skeletal rear range light tower

Lighthouse restoration:

The lighthouse is in a state of ongoing restoration in accordance with the Secretary of Interiors' Standards for Rehabilitation and Guidelines for the Rehabilitation of Historic Buildings. No alterations to the facility, temporary or permanent, are permitted without prior written approval of the Executive Director.

General interior maintenance & appearance:

Please keep the gift shop, museum and living quarters as neat and clean as possible during your stay. On the day that you are scheduled to leave, please give your quarters a thorough cleaning and leave them in "move-in" condition for those that follow you. When you move out, please remove all food that you brought to the lighthouse but did not use, including dry foods (coffee, sugar, etc.) and condiments (mayonnaise, mustard, etc.).

Lighthouse security:

There are two entry doors into the lighthouse, the street-side door and the riverside door. All visitors will enter and exit through the river-side door into the gift shop. While the street-side door is not to be used for entry, and is so marked, both doors must remain unlocked during open hours

for obvious safety reasons. Before your arrival, you will be provided with a combination for the key safe in which the key to the river-side door is located. When you leave on Sunday, after locking the building please be sure that you return the key to the safe so the next weekend's keepers can gain access to the building. There will be a \$50 fee assigned for any non-returned key. Please be sure to keep any valuable items secure as GLLKA cannot be responsible for personal items which may be lost or stolen during your stay.

Image and identification:

Keepers should always strive to provide visitors to the lighthouse with a positive experience similar to what they would find at other historical sites open to the public.

Clothing should be casual and comfortable, but suitable for greeting visitors. Shorts and T-shirts are appropriate, but the following items are not: tank tops, any clothing with holes, bathing suits, bare feet or flip-flops. Keepers are encouraged, but not required, to wear GLLKA shirts that can be purchased in the gift shop.

General conduct of keepers:

NO smoking is permitted inside the buildings. Smoking outside must be done well away from all buildings and all waste materials must be picked up and disposed of properly. NO alcoholic beverages are allowed on the premises, either inside or outside the lighthouse. NO pets are permitted inside the lighthouse.

The Crib Light

The City of Cheboygan owns the Cheboygan Crib Light in Gordon Turner Park and has given us permission to take visitors for a tour inside the lighthouse in return for our maintaining and cleaning the structure. For liability reasons, you must drive your own vehicle to and from the Crib Light and have the visitors follow you in their own vehicle. The key to the Crib Light is located in the kitchen on the back of one of the upper cabinet doors. The key is easily identifiable as there is a photo of the Crib Light on the fob. Please be sure that you return the key to the hook each time your return to the building.



The Cheboygan Crib Light is located in Gordon Turner Park approximately ¾ of a mile from the front range light

Public relations:

Keepers who receive inquiries from the press or other media about the lighthouse or its programs should refer the inquiries to the GLLKA Executive Director.

Gift shop discounts:

As a keeper of the lighthouse, you are entitled to a 20% discount on purchases made in the gift shop only during the weekend of your stay, with the exception of those items on sale. The discount applies to purchases made for your personal use and may not be extended to friends or relatives who may visit during your stay.

Guests:

We understand that your friends and relatives may be very interested in this unique experience and may want to visit you while you are here. Because keepers may be extremely busy during the hours the lighthouse is open, we have established the following guidelines for guests:

- 1) there is no room for overnight guests.
- 2) Friends and relatives are not permitted to help in the gift shop, in the lighthouse or in the tower or lantern. Keepers are asked to entertain their guests after the lighthouse closes at 5:00 P.M.

Telephone usage

We have installed a telephone at the lighthouse. The telephone number is (231) 627-5516. Since we try to keep our expenses to a minimum, the telephone service has been set up to only allow local outgoing calls.

In closing

We hope you will find your time as a volunteer keeper at the Cheboygan River Front Range Light to be both enjoyable and rewarding. Please feel free to contact me should you have any questions or concerns.

Terry Pepper

GLLKA Executive Director

GLLKA: (231) 436-5580

Home: (231) 529-4300

Cell: (231) 203-1195

Email: terry@gllka.com



Clarence Land - the last Lighthouse Service keeper to serve at the lighthouse

Volunteer Keeper Gift Shop Instructions

Cash Boxes

When you arrive at the lighthouse for the weekend, you will find two cash boxes. These will be found in the left drawers of the desk in the gift shop. You will use these cash boxes for the storage of all cash received during your time as volunteer keepers.

One of the GLLKA office staff will come to Cheboygan every week and remove all cash and receipts from the prior weekend, restock the gift shop, and set up the correct amount of cash for volunteer keepers the following weekend.

Be sure to return the two cash boxes to the drawer in which you found them at the end of each day, and on your departure from the lighthouse at the end of your weekend.

These cash boxes are as follows:

Small Cash Box for Donations for tours of the lighthouse

The smaller cash box is solely for receiving and making change related to donations for lighthouse tours, which are non-taxable. You will find it filled with \$50.00 for making change for donations. You will not need to issue a receipt for such donations.

Suggested donations are:

\$5.00 per adult

\$3.00 per child

\$15.00 maximum per family

HINT: If anyone gives you any grief about having to make a donation, remind them that GLLKA is a non-profit, all-volunteer organization, and that we are just beginning our restoration of the lighthouse. The total cost of the restoration is expected to cost us approximately half a million dollars. We hope to fund much of the restoration with matching grants. Typical matching grants will provide 66.6% of the money required, with GLLKA being required to raise the remaining 33.3%. As such, we will have to raise \$166,500 to cover our part of the match. Admissions and profits from gift shop sales will be a major source of funding for our matching portion.

Large Cash Box for Gift Shop sales

The large cash drawer is for gift shop sales, all of which will be taxable. This cash box will be filled with a starting balance of \$123.00 for making change.

For your protection, you should count the cash drawers at the beginning of your weekend shift to ensure that the amounts listed above have been correctly added to both cash boxes.

Cash and Check Sales

In order for the Mackinaw Office Staff to be able to keep a running inventory, it is imperative that a receipt be written for every sale.

Receipt books can be found in the same drawer with the cash boxes. Each receipt book consists of two-part forms, the top sheet of each pair being white, and the bottom sheet being yellow in color.

The white form is impregnated with a special substance which allows anything written on it to be duplicated on the yellow copy below. In order to ensure that your handwriting does not copy onto sheets lower in the stack, you must insert the cardboard sleeve at the back of the sales slip book underneath the yellow copy for the pair of receipts that you are using.

Completing a Cash Sales Receipt

It is not necessary to complete the "SOLD BY" "NAME" "ADDRESS" "REGISTER NUMBER" "AMOUNT RECEIVED" or ACCT. FWD" boxes on the form.

List each item sold as shown in the example below, and the total quantity of each. Extend the price in the right column. Once all items have been listed, calculate a subtotal for all items and write it as shown below.

Please provide enough detail in the description so that our office can replenish stock.

While the Great Lakes Lighthouse Keepers Association is a registered not for profit corporation, we are still required to collect 6 % Michigan sales tax on each item we sell. To do this, multiply the merchandise sub total by .06. Write "tax" on the receipt and enter the amount of tax, as shown below. Add the amount in the sub total to the tax amount, and write the total for this transaction as shown below. Always be sure to ROUND UP to the next cent when calculating tax.

Finally, write the word "CASH" toward the bottom of the sales receipt so the office knows this was a cash sale.

SOLD BY		DATE	
NAME			
ADDRESS			
REG. NO.	AMT. RECD.	ACCT. FWD.	
1	1	NAVM GREAT LAKES T - M	17 00
1	2	CHEBOYGAN NIGHT LIGHT	19 99
1	3	OFFSHORE OUTPOSTS DVD	15 00
2	4	CAST IRON KEY RACK \$19.95	39 90
1	5	ALL OCCASION NOTE CARDS	4 00
3	6	FRESNEL LENS KEY CHAIN \$6.00	18 00
	7		
	8	SUBTOTAL	113 89
	9	TAX	6 84
	10	TOTAL	120 73
	11		
	12	CASH 01	
	13		
	14		

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After a sale, is completed, give the bottom yellow copy of the sales receipt to the customer, and keep the top white copy. Place the white copy in the bottom of the large cash box for safe keeping since it will serve as GLLKA's inventory and cash accounting record.

Receiving checks for payment

We accept personal checks - both in and out of state, in payment for both donations and for gift shop sales. However, since gift shop sales are taxable and donations are tax exempt, separate checks must be provided for each.

Check should simply be made payable "GLLKA"

Please ask to see a drivers license to verify that the individual writing the check is the individual whose name appears on the check, and please ensure that the payees address and telephone are included on the check, in case we need to contact them about any possible problems with their transaction.

The sales receipt for a check transaction is handled in the same manner as a cash transaction, the only difference being that the work "CHECK" is written toward the bottom of the sales receipt so the office knows this was a check sale.

After the transaction is complete, place the check and the corresponding white copy of the sales receipt in the bottom of the large cash box.

SOLD BY _____		DATE <u> </u> / <u> </u> / <u> </u>
NAME _____		
ADDRESS _____		
REG. NO.	AMT. RECD.	ACCT. FWD.
1	1 NAM GREAT LAKES T - M	17 00
1	2 CHEROKEE NIGHT LIGHT	19 99
1	3 OFFSHORE OUTPOSTS DVD	15 00
2	4 CAST IRON KEY RACK \$19.95	39 90
1	5 ALL OCCASION NOTE CARDS	4 00
3	6 FRESNEL LENS KEY CHAIN \$6.00	18 00
7		
8	SUBTOTAL	113 89
9	TAX	6 84
10	TOTAL	120 73
11	CHECK	
12	01	
13		
14		

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Processing a Credit Card Sale

Once you have fully completed a credit card Slip, place the customer's credit card on the "knuckle-buster" machine, place the credit card sales slip on top of the machine, and run the arm across the card and back. After running the card and slip through the machine, ensure that the customer's credit card number is legible on the top white copy.



The "Nuckle-Buster" credit card machine

Have the customer sign the credit card sales slip next to the large X, give the customer the bottom copy of the credit card sales slip and place the top copy of the credit card sales slip in the bottom of the large cash box for safe keeping since it will serve as GLLKA's inventory and cash accounting record, and will be used to enter all of the necessary information into our computerized credit card processing machine in our Mackinaw City office.

Completing the Credit Card Sales Slip for a transaction with more than four items

Because the credit card sales form we use can only accommodate four items, a credit card sale of more than four items will have to be completed using both a standard sales receipt AND a credit card sales slip as follows:

First, record all items using a standard sales receipt, similar to that already explained in the "cash and check" sales outlined on page 8. In addition, write the word "CHARGE" on the sales receipt as shown in the example below.

Then complete a credit card sales slip showing "Miscellaneous" as the single item description, along with the subtotal amount, the tax, and the total calculated on the standard sales receipt. Then process the credit card sales receipt in the same manner as outlined above.

Finally, take the white copy of the completed standard sales receipt and the top copy of the processed credit card sales slip and staple them together and place them in the bottom of the large cash box.

SOLD BY _____		DATE / /	
NAME _____			
ADDRESS _____			
REG. NO.	AMT. REC'D.	ACCT. NO.	
1	1	NAAM GREAT LAKES T - M	17 00
1	2	CAERONGAN NIGHT LIGHT	19 99
1	3	OFFSHORE OUTPOSTS DVD	15 00
2	4	CASH IRON KEY RACK \$19.95	39 90
1	5	ALL OCCASION NOTE CARDS	4 00
3	6	FRESHER VENS KEY CHAIN \$6.00	18 00
7			
8		SUBTOTAL	113 89
9		TAX	6 83
10		CHARGE TOTAL	120 72
11			
12		01	
13			
14			

ABOVE THIS LINE

EXPIRATION DATE CHECKED

PLEASE DO NOT WRITE ABOVE THIS LINE

QTY	CLASS	DESCRIPTION	PRICE	AMOUNT
		MISCELLANEOUS		44 93
DATE _____ AUTHORIZATION _____			SUB TOTAL	44 93
REFERENCE NO. _____ SERVER _____			TAX	2 70
ID-FOLIO / CHECK NO. / LIC. NO. STATE REG. DEPT CLERK _____			TIP	—
			MISC	—
5066806			TOTAL	47 63

SALES SLIP ORIGINAL

SIGN HERE

X

The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL (together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such card.

TEL 906-376-0752 ADDRESS: 875 MICHIGAN AVE. ZIP 41567 C.V.V.: 387

Keeper's Discount Sales

As a Volunteer Keeper, you are entitled to a 20% discount on any gift shop items you purchase.

Create a Cash and Check Sales Receipt or a Credit Card Sales Slip appropriate to the method by which you are paying for your purchase. List all items, their quantities, extended prices and sub total as outlined previously.

Compute your discount by multiplying the sub total by .2. Write this discounted amount below the sub total line, and title it "keeper discount" Then subtract the discount amount from the sub total and write the result as "discounted sub total" as shown below. Then compute the tax on the discounted sub total apply tax and complete the sale in the manner outlined previously ad as shown in the example below:

SOLD BY _____		DATE <u> </u> / <u> </u> / <u> </u>
NAME _____		
ADDRESS _____		
REG. NO.	AMT. RECD.	ACCT. FWD.
1	1 LIGHTHOUSES OF MI T XL	21 00
8	2 POSTCARDS	2 00
1	3 LIGHTING THE STRAITS BOOK	5 00
2	4 ABALONE NECKLACE \$10.99	21 98
5		
8		
7		
8	SUB TOTAL	49 98
9	KEEPER'S DISCOUNT	-10 00
10	DISCOUNTED SUB TOTAL	39 98
11	TAX	2 40
12	01 TOTAL	42 38
13		
14		

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Miscellaneous

Plastic bags are provided for wrapping gift shop items.

Please keep an eye on the Gift Shop throughout the day to keep it neat and tidy looking. Straighten items, put moved items back where they belong, and carefully refold clothes that visitors will inevitably open up to look at and stuff back on the shelves.

SELLING HINT: Pay particular attention to the books "Reliving Lighthouse Memories," "Lighting The Straits" and "The Ice-breaker Mackinaw." These book are published by GLLKA, and are the most profitable item we have for sale, with approximately 85% of the selling price going directly to our organization.

Above all – **have fun**, and remember that all admission donations and the profit from gift shop sales will go towards the restoration of the lighthouse, so please don't be afraid to **SELL!**

Cheboygan River range light Chronology

- 1870....Cheboygan population 800.
Army Corps of Engineers conducted their first survey of the Cheboygan River
- 1876....July 31- \$10,000 appropriated for the construction of a set of range lights in the river
- 1880....Construction began in June.
Range lights exhibited for the first time on September 30
Rear light a skeleton wood structure
Fixed red Lens lanterns in Front and Rear Lights
Light ships begin wintering in front of the station
- 1884....Lights changed to fixed white. Sixth Order Fresnel lens installed in Front Range
November 1 – Cheboygan Crib Light erected. Assistant Keeper added to Range station to man the crib light.
- 1890....127 million board feet of lumber shipped from Cheboygan. Population 6,956
Lighthouse property found to be poorly drained. \$1,500 requested to move the station
- 1891....July, \$1,700 appropriated to move the station. Station moved in June.
Oil Storage building erected
- 1894....6' picket fence added
- 1898....\$1,700 appropriated for purchasing additional land for the Front Range
Lighthouse Board considers establishing a Depot in Cheboygan
- 1900.....Front and Rear Range and Crib Light painted white
- 1901....Rear range replaced by skeleton iron structure
- 1904....frame woodshed and storehouse built
- 1906....Concrete walkway laid to the rear light
- 1907.....Concrete walkways laid at the Front Range Leak in tower first mentioned in Keepers log.
- 1909....Additional land approved in 1898 purchased.
Front Range dwelling painted Venetian red, tower white, lantern black
- 1913....Empty lot where Front Range originally located sold at auction for \$50.00
- 1914....Fresnel removed and replaced by locomotive headlight.
Lantern roof repaired to fix leak in tower
- 1918.....Kitchen addition installed
- 1925....Crib Light automated with acetylene for light and fog bell. Dwelling at Crib Light removed
- 1928....Radio telephone installed to communicate with Poe, Martin, Spectacle and Fourteen Foot.
- 1934.....Front Range electrified
- 1935.....Front Range serves as supply base for Poe, Martin, Spectacle & Fourteen Foot Shoal.
- 1939.....July 1 - Station placed under management of US Coast Guard
- 1945.....Icebreaker MACKINAW assigned to Cheboygan. Range Light serves as supply base.
- 1953.....Coast Guard office added in rear of building.
- 1957....With completion of Mackinac Bridge, Cheboygan Range crew responsible for upkeep of the closed Old Mackinac Point light station. Keepers get truck, and begin serving as taxi service for Coast Guard personnel between Mackinaw City and Cheboygan. Cheboygan crew responsible for 46 aids to navigation on the Inland Route.
- 1959....Lantern floor boards removed to find source of leak in tower. Gallery deck and cove molding replaced in attempt to repair leak.
- 1982....Coast Guard Station Cheboygan in the Front Range closed, and duties assigned to Station St. Ignace.
- 1985....Front Range occupied by US Departments of Fish and Wildlife and Geological Survey to serve as base of operations.

- 2004.... June - Great Lakes Lighthouse Keepers Association obtains ownership of the Front Range Lighthouse through the National Historic Lighthouse Preservation Act.
- 2005.... Restoration begins with rebuilding the front steps and relocating the main overhead power cable, and a Michigan Lighthouse Assistance Program Grant received for conducting an engineering study of the building and identifying remediation methods for eliminating the continuing leak in the tower.
- 2006.... Wood paneling and tile ceilings from the 1980's removed to expose the ceiling and plaster. Shower installed on first floor for volunteer keepers.
- 2008.... Second MLAP grant obtained to reconstruct lantern exterior and fix long standing leaks. Door at base of second floor stairs to tower removed and lighthouse opened from first floor to floor of lantern as it was prior to mid 1920's.
- 2009.... Lantern restoration undertaken
- 2013.... Gift shop reconfiguration started.
- 2014.... Third MLAP grant obtained to excavate complete lighthouse foundation, tuck point all exterior foundation walls, apply waterproof coating, install perimeter drain and reconstruct three back porch piers.
- 2015.... Foundation repair underway.



Removing thousands of nails from plywood on 2nd floor



Tearing out ugly 1980's paneling in the new gift shop



Replacing the rotten steps which leads up to the front door



Moving the overhead electrical supply line to an in ground trench

Cheboygan Front Range Volunteer Keeper Application

Applicants must complete, sign and return this application form. The following items are also required for first time GLLKA Light Keepers (These items not required for returning volunteer keepers):

1. A letter explaining why you want to be a Volunteer Keeper.
2. A brief resume including your employment history and other experience.
3. Two personal letters of recommendation.
4. Membership in the Great Lakes Lighthouse Keepers Association
5. Personal telephone interview that may be scheduled after receipt of your application.
6. The 2-part signed GLLKA Acknowledgement, Release and Indemnification Agreement (see pages 16 & 17)

Because volunteer keepers will be working in pairs and because they will be working and living together in close proximity, husband and wife, couples or close friends are preferred, however each volunteer keeper must fill out a separate application. All Lighthouse Keepers must be 18 years of age or older. Children age 8 or above may accompany keepers if they are the keepers children or grandchildren, and the keepers are willing to properly supervise and accept full responsibility for the children.

Name _____

Address _____

City/State/Zip _____

Telephone Number _____ Cell phone _____

E-Mail _____

Very important as this is our primary way to communicate with you).

I learned about the volunteer keeper program from _____

If applicants (or couples) wish to work together, each person must submit a separate application, complete with resumes, references, etc. Please list below the names of other applicants with whom you would like to be scheduled.

I would like to be scheduled with _____

There is no charge for volunteering at the Cheboygan River Front Range Light. However all volunteer keepers must be GLLKA members. Memberships may be purchased by calling our office at (231) 43605580, or in the secure online store on our website at www.gllka.com.

Please mail this completed form to GLLKA, PO Box 219, Mackinaw City, MI 49701-0219

Great Lakes Lighthouse Keepers Association Acknowledgement, Release, and Indemnification Agreement

Revised 02/28/2015

I recognize and accept that there is a significant element of risk involved in programs associated with lighthouses, the outdoors and the Great Lakes. I understand the risks and dangers involved in programs sponsored by the Great Lakes Lighthouse Keepers Association (GLLKA), and I hereby certify to GLLKA that I and/or any dependents, including minor children, are fully capable of participating in these activities.

For good and valuable consideration, including the participation by the undersigned, and/or dependents of the undersigned in a GLLKA program and/or activity, the receipt and sufficiency of such consideration being hereby acknowledged, the undersigned, for him/herself, and any dependents of the undersigned do hereby fully and forever release and discharge GLLKA, a 501(c)3 not for profit corporation, and its programs, and any and all officers, directors, agents and employees and volunteers thereof, from any and all claims or causes of action, and/or legal liability of any kind, nature or description, arising or resulting from participation by the undersigned or dependent of the undersigned in a program offered by GLLKA.

In connection with and as part of such release, the undersigned hereby agrees to indemnify and hold the GLLKA, a 501(c)3 not for profit corporation and its programs, and any and all officers, directors, agents and employees thereof, harmless from and against any and all loss, liability or expense, including attorneys' fees, which they or any of them may incur as a result of personal injury, death, or property damage suffered by the undersigned and/or a dependent of the undersigned resulting from participation by the undersigned and/or a dependent of the undersigned in a program sponsored by GLLKA.

The terms of this acknowledgment, release and indemnification are contractual and not a mere recital, and contain the entire agreement between the parties. The undersigned has read this agreement and fully understands the contents hereof, and enters into this agreement knowingly and voluntarily on his/her behalf and on behalf of any dependents of the undersigned listed below.

Further, I give my permission for the Great Lakes Lighthouse Keepers Association to use any digital and emulsion-based photographs, video and audio recordings made of me for promotional purposes.

Signed _____ Date _____

If a minor, parent/guardian signature is also required.

Signed _____ Date _____

Please list food allergies, food concerns, or medical conditions that we should be aware of:

Special Skills (i.e. CPR, musical instruments):

Two Emergency Contacts - Name, Phone Number:

1 _____

2 _____

Please complete this copy of the form and return it to GLLKA, P.O. Box 219, Mackinaw City, MI 49701

Great Lakes Lighthouse Keepers Association Acknowledgement, Release, and Indemnification Agreement

Revised 02/28/2015

I recognize and accept that there is a significant element of risk involved in programs associated with lighthouses, the outdoors and the Great Lakes. I understand the risks and dangers involved in programs sponsored by the Great Lakes Lighthouse Keepers Association (GLLKA), and I hereby certify to GLLKA that I and/or any dependents, including minor children, are fully capable of participating in these activities.

For good and valuable consideration, including the participation by the undersigned, and/or dependents of the undersigned in a GLLKA program and/or activity, the receipt and sufficiency of such consideration being hereby acknowledged, the undersigned, for him/herself, and any dependents of the undersigned do hereby fully and forever release and discharge GLLKA, a 501(c)3 not for profit corporation, and its programs, and any and all officers, directors, agents and employees and volunteers thereof, from any and all claims or causes of action, and/or legal liability of any kind, nature or description, arising or resulting from participation by the undersigned or dependent of the undersigned in a program offered by GLLKA.

In connection with and as part of such release, the undersigned hereby agrees to indemnify and hold the GLLKA, a 501(c)3 not for profit corporation and its programs, and any and all officers, directors, agents and employees thereof, harmless from and against any and all loss, liability or expense, including attorneys' fees, which they or any of them may incur as a result of personal injury, death, or property damage suffered by the undersigned and/or a dependent of the undersigned resulting from participation by the undersigned and/or a dependent of the undersigned in a program sponsored by GLLKA.

The terms of this acknowledgment, release and indemnification are contractual and not a mere recital, and contain the entire agreement between the parties. The undersigned has read this agreement and fully understands the contents hereof, and enters into this agreement knowingly and voluntarily on his/her behalf and on behalf of any dependents of the undersigned listed below.

Further, I give my permission for the Great Lakes Lighthouse Keepers Association to use any digital and emulsion-based photographs, video and audio recordings made of me for promotional purposes.

Signed _____ Date _____

If a minor, parent/guardian signature is also required.

Signed _____ Date _____

Please list food allergies, food concerns, or medical conditions that we should be aware of:

Special Skills (i.e. CPR, musical instruments):

Two Emergency Contacts - Name, Phone Number:

1 _____

2 _____

Please complete this copy of the form and retain it for your own records