
Volunteer Keeper opportunities 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 one of our two lighthouses, there are still a number of volunteer keeper weekends available throughout the summer at the 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



Terry Pepper - Principal Keeper at the Cheboygan River Front Range Light



Cheboygan River Front Range Light Volunteer Keeper Manual

Introduction:

The Cheboygan River Front Range Light (CRFRL) 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 1920 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 CRFRL. 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 Keepers manual at the lighthouse with full instructions to help you perform your daily tasks and any necessary emergency procedures.

Volunteers are the backbone of this 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:

The CRFRL Keepers have three primary areas of duty. They include the gift shop, the tower, and building and grounds maintenance. During your time at the station your responsibilities will include the following areas: Keepers will provide an enjoyable and hospitable environment for visitors entering the lighthouse. Collecting the admission fee, operating the gift shop, bookkeeping and other daily cleaning procedures will be necessary. You will be provided a pair of walkie-talkies with which to communicate when in different parts of the structure.

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 room 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, make change, and prepare the cash box for the next weekend's keepers. 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.



This information compiled and provided by

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Building/Grounds Maintenance

Keepers will be responsible for building and grounds maintenance throughout the day. This may include painting, sweeping down buildings, mowing 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. A list of projects will be provided by the CRFRL Project Manager. The lawn mower, gasoline, electric string trimmer and extension cord are located in the oil storage building. The key to the Oil Storage building is located in the kitchenette on the left wall as soon as you enter. The key is easily identifiable as it has a photo of the oil storage building on the fob.

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. Keepers are expected to arrive at the lighthouse on Friday evening and to depart 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 8.00 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 when you arrived, since all areas of the lighthouse are opened to the public.

What's here and what to bring:

The bedroom is furnished with two single beds and the kitchenette is furnished with a 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 their services before and after open hours.

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 CRFRL Project Manager.

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.). All trash and garbage will be placed in receptacles provided.

General exterior maintenance & appearance

One of your duties is to keep the exterior of the light station clean and attractive. Keepers are asked to remove the trash from the site daily. Dispose of all trash in the trash cans provided. Keepers are also asked to keep the sand/dirt swept from walks, porches and steps. A complete list of daily duties is posted in the kitchenette. 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.

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 you will need to 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. There is a box in the small room off the keepers bedroom quarters with a locker that can be locked. Keepers concerned about the safety of their personal property should use this locker. Please DO NOT bring any valuable items. The GLLKA cannot be responsible for items that may be lost or stolen.

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. Everyone will be given name tags to wear which will identify you as a volunteer keeper. Please wear the name tag at all times when you are on duty. Keepers are encouraged, but not required, to wear the CRFRL lighthouse 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

We have keys to the Crib Light, and you are welcome to take visitors to the park and show them around the interior. The City is aware we are doing this, as we have volunteered to maintain the structure for them. The key to the Crib Light is located in the kitchenette on the left wall as soon as you enter. The key is easily identifiable as there is a photo of the Crib Light on the fob.

Public relations:

Keepers who receive inquiries from the press or other media about the CRFRL or its programs should refer the inquiries to either the CRFRL Project Manager or the GLLKA Director.

Gift shop discounts:

As a Keeper of the CRFRL, 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. They are asked not to visit with the Keepers while on duty. 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) 637-5516. Since we are on a tight budget, we request that you not use the lighthouse telephone for long distance calls except in the event of an emergency.

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

And Keeper of the Cheboygan River Front Range Light

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Home: (231) 529-4300

Cell: (231) 203-1195

Email: terry@gllka.com

Cheboygan River Front Range Light Volunteer Keeper Sales Processing Instructions

Cash Boxes

When you arrive at the lighthouse for the weekend, you will find you have been issued two cash boxes. These will be found in the left drawers of the right desk in the back office. 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.



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After a sale, is completed, give the white copy of the sales receipt to the customer. The yellow copy must be placed in the bottom of the large cash box for safe keeping since it will serve as GLLKA's inventory and cash accounting record. Completing the Cash and Check Sales Receipt

The sales receipts are sequentially numbered. The example below is numbered "28"

In the event that you mess-up a sales receipt, please write "VOID" in large letters across the body of the form, tear-up and dispose of the white copy, and place the yellow copy in the bottom of the large cash drawer.

SOLD BY _____ DATE 5/25/2005

NAME _____

ADDRESS _____

REGISTER NUMBER	AMOUNT RECEIVED	ACCT. FWD.
1	1 Reliving Lighthouse	1395
	2 MEMORIES	
1	3 XXL Denim shirt	38 00
	4	
	5	51 95
	6	
	7 tax	3 12
	8	
	9	55 07
	10	
	11	
	12	
	13	
	14	

28

REDIFORM 5A200

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 above, and the total quantity of each. Extend the price in the right column. Once all items have been listed, draw a line beneath the individual extended amounts, and write the sub total price for all the listed items.

It is vital that we collect 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. Draw a line beneath this tax amount. Then add the amount in the sub total and the tax for the total of the sale.

Give the customer the top white copy of the Sales Receipt, and place the yellow copy in the bottom of the large cash box to serve as an inventory and sales record.

Receiving checks for payment

We will accept personal checks in payment of admission or for gift shop sales.

The check should be made out to "GLLKA"

It is recommended that you ask to see a drivers license to verify that the individual writing the check is the individual whose name appears on the check.

Credit Card Sales

We are currently set-up to accept ONLY Visa, MasterCard and Discover credit cards, and our current technology will NOT allow us to accept debit cards of any kind. We DO NOT accept American Express.

For Credit Card sales, you will need to use a Credit Card Sales slip, as shown below.

Completing the Credit Card Sales Slip

The Credit Card Sales Slip is very similar to the Sales Receipt, inasmuch as you will need to write the itemized listing of items purchased, the quantity of each item, the extended price for each item, a sub total, the tax and the total in the boxes shown above.

HINT: When the Customer hands you their credit card, check to be sure that the card has not expired by verifying that the expiration date on the card is not in the past.

Processing a Credit Card Sale

Once you have completed a sales slip and 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. It is VERY IMPORTANT to swipe the credit card and credit card sales slip correctly so that the credit card number and expiration date show clearly on the receipt.

THEN swipe the card through the electronic credit card machine and follow the prompts. Note that you will be required to enter the total amount from the sale. (\$40.23 in the example above,) and not each individual item or the tax.

If you make a mistake while entering data into the keyboard, the BACKSPACE key can be used to delete entries one character at a time, and the CLEAR key will erase the entire entry thus far, and return you to the beginning of the process.

Once the sale has been authorized by the Credit Company, you will receive an approval number in the LED screen. Be sure to write the approval number in the "AUTHORIZATION" box. (72906 in the example above.)

Write the approval number in the authorization box, and be sure to have the customer sign in the "SIGN HERE" box, and give the customer the bottom copy of the credit card sales slip .

Place the top copy in the bottom of the large cash box to serve as an inventory and sales record.

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 above.

Compute your discounted sub total by multiplying the sub total by .80. Write this new discounted amount below the sub total line, and title it "KEEPERS DISCOUNT."

Then apply tax and complete the sale as indicated in the appropriate section above.

Miscellaneous

Plastic bags are provided for wrapping gift shop items.

A gift shop inventory is included at the back of the Gift Shop section of the Volunteer Keepers Manual for your convenience. Obviously, the count will change as sales are made and because restocking may or may not have taken place yet.

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 selling Sandy Planisek's book "Reliving Lighthouse Memories." The book was published by GLLKA, and is 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 admissions and gift shop sales will go towards the restoration of the lighthouse, so don't be afraid to **SELL!**

Cheboygan River Front Range Light Chronology

Compiled May 2005

- 1870Cheboygan population 800.
Army Corps of Engineers conducted their first survey of the Cheboygan River
- 1876July 31- \$10,000 appropriated for the construction of a set of range lights in the river
- 1880Construction 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
- 1884Lights 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.
- 1890127 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
- 1891July, \$1,700 appropriated to move the station. Station moved in June.
Oil Storage building erected
- 18946' 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
- 1901Rear range replaced by skeleton iron structure
- 1904frame woodshed and storehouse built
- 1906Concrete walkway laid to the rear light
- 1907.....Concrete walkways laid at the Front Range Leak in tower first mentioned in Keepers log.
- 1909Additional land approved in 1898 purchased.
Front Range dwelling painted Venetian red, tower white, lantern black
- 1913Empty lot where Front Range originally located sold at auction for \$50.00
- 1914Fresnel removed and replaced by locomotive headlight.
Lantern roof repaired to fix leak in tower
- 1918.....Kitchen addition installed
- 1925Crib Light automated with acetylene for light and fog bell. Dwelling at Crib Light removed
- 1928Radio 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.



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- 1957With 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.
- 1959Lantern floor boards removed to find source of leak in tower. Gallery deck and cove molding replaced in attempt to repair leak.
- 1982Coast Guard Station Cheboygan in the Front Range closed, and duties assigned to Station St. Ignace.
- 1985Front Range occupied by US Departments of Fish and Wildlife and Geological Survey to serve as base of operations.
- 2004June - Great Lakes Lighthouse Keepers Association obtains ownership of the Front Range Lighthouse through the National Historic Lighthouse Preservation Act.
- 2005Restoration 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.
- 2006Wood paneling and tile ceilings from the 1980's removed to expose the ceiling and plaster. Shower installed on first floor for volunteer keepers.
- 2008Second 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.
- 2009Lantern restoration underway

Application to serve as a volunteer keeper at the Cheboygan River Front Range Light

Application Procedures and Interviews

Applicants must complete, sign and return the attached application form. The following items are also required for first time GLLKA Light Keepers (These items not required for returning 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.

Please list the names of the applicants. All Lighthouse Keepers must be 18 years of age or older. Singles are welcome to apply in pairs.

Name (s) _____

Address _____

City/State/Zip _____

Telephone Number _____ Cell phone _____

E-Mail _____

(Very important as this is will be our primary communication method.)

I learned about the St. Helena Light Keeper Program from _____

If individual applicants (or couples) wish to work together, each person or couple 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.



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