



by Siegfried Linkwitz

CALIFORNIA ALPINE CLUB

ECHO SUMMIT LODGE HOST TRAINING

October 28-30, 2022

PRESENTED BY THE ECHO LODGE TRUSTEES

ECHO SUMMIT LODGE OPERATIONS BOOKLET

Why this booklet?

Hosting is a special gift to all California Alpine Club (CAC) members. Only with dedicated and competent hosts can we operate the Lodge, serve our Members and maintain our investment and Use Permit. This booklet is intended to provide a reference of essential guidelines, to be merged with a great deal of common sense, about being a host. There are over 700 CAC Members, about 50% of them use Echo. There are about 50 hosts who make this all possible.

Why the Lodge?

The Lodge is operated, to carry out the California Alpine Club purpose, as a cooperative hostel (everybody helps out; they bring their own bedding, towels and toiletries, etc.) by volunteer Members who “host” for pre-scheduled time periods.

Our goals include:

- Provide Members and their guests with a comfortable, safe and affordable facility,
- Promote new membership and volunteerism to use and cherish the Lodge and its environment, and
- Manage the Lodge to be self-financed and in compliance with Forest Service rules.

We enroll non-Member guests into the Club’s Associate Member class to encourage Lodge-users to become full Members of California Alpine Club.

There are 9 Roomettes, 2 open Dorms, 3 full bathrooms, 2 half-bathrooms, a Living Room, Dining Room, large Kitchen, pantry and utility/vestibules in the Main Lodge. Basement and outbuildings are for wood storage and utility purposes. There are 38 beds (4 double) and dining-seating for over 40 people (which can be very noisy); less-than-full occupancy at about 24-30 is comfortable. The view of the Sierras is beautiful.

How do you become a Host?

First: Recognize your talents and desire to share them; then: volunteer, obtain training and experience; finally, provide a model for new hosts. Host Training and Appreciation Weekends are provided Fall and Spring of each year for any Member with the desire and initiative to join our pool of Trained Hosts. Training is essential for any Member who intends to use the Lodge for Private or Spontaneous Events and is also available for established Trained Hosts who need the every-3-years refresher. These weekends provide for exchange of wisdom and growth for our Hosts--the Lodge’s most valuable asset. Training covers guest services, bookkeeping details, meal planning and budgeting, and Lodge facilities. Newly trained Hosts are encouraged to “shadow” an experienced Trained Host before they “solo”.

Getting on the Echo Calendar

Trustee Cindy Toran (e-mail: кторан@gmail.com or 707-321-3262) is currently responsible for scheduling occupancy and use of the Lodge. She maintains the roster of Trained Hosts, takes requests and solicits fill-ins, then adjusts and balances everyone’s wishes to optimize occupancy and service.

Trustees also allow for use of the Lodge during non-prime seasons and “spontaneous” usage (reservations no more than 10 days in advance of start of rental period). Details are published in the annual CAC Reference Guide, a copy of which is included with this booklet in the green appendix. Sample Accommodation Agreements for Private Events and follow-up forms are provided in the orchid-colored appendix to this booklet and their use is covered during Host training sessions.

Sounds great, now I’m a trained host and have a “time-slot” published in Trails. What do I do next?

Take several steps to obtain and confirm reservations to fill the Lodge during your session.

1. You need to set down the broad parameters for your session so you can state them to everyone who may be interested in attending:
 - How many folks will you serve?
 - How many spaces will be available for Member/ “guest” reservations?
 - What activities will be pursued/available? Do you have a “theme”?
 - Any special weather considerations?
 - Who’s going to cook and what is the cook’s meal-presentation philosophy?
 - What is your final sign-up deadline?
 - How will you handle cancellations and waiting list?
2. Prepare and send out your Invitation/Reservation letter to tell potential guests about your session. Take reservations resulting from your invitation letter or the Echo Lodge Schedule in Trails. The amount of deposit is \$15 per person per day minimum; it depends on length of stay, but is \$30 per person minimum per stay. A deposit is required to secure reservation. Those making reservations should be asked for their first and last meal plans. Other than the choice of first/last meal we have a no-skipped-meals policy (i.e., they will be charged for all meals from first to last meals chosen).
3. Be prepared to tell members and non-members about the Associate Member class – it is intended for **prospective members who are paying their own way while at the lodge**. Each Associate Member adult pays daily dues of \$10 (dependent children are included) **in addition to** the regular room and meals charges. This policy helps Alpine Club comply with IRS regulations.

All those staying at Echo Lodge should be Members, either Regular (RM) or Associate (AM). Whether or not to charge the AM dues, currently \$10 per night, depends on who is paying the bill:

- **If a RM invites someone to attend and the RM pays their way, the invitee is covered under the RM as a guest and no fee is charged.**
 - **If a RM invites someone to attend and the invitee pays their own way, the invitee must become an AM and pays dues. Dependent children are covered under the adult/parent's AM.**
4. Accept and confirm reservation requests after you get the deposit check; assign room/dorm spaces and build a wait list. Promptly send a written acknowledgment letter/e-mail to tell every requester his/her status: their estimated time of arrival and duration of stay (so that you can plan enough meals), perhaps expected/estimated cost of stay (don’t forget to

mention Associate Member enrollment and the \$10 per adult daily dues), and amount received as a deposit. It is wise to include a cancellation policy reminder. Your letter may also suggest items to bring, snow-time precautions, and map/directions. (A map and written directions are provided in the pink appendix of this booklet). Ask for cell phone numbers in case it is necessary to contact folks on short notice. If wait-listed, tell them how you will try to reach them in the event of a cancellation.

5. Make up nightly room/dorm assignment charts (yellow appendix, page 2). It is very important to match names and places – as your session progresses -- to avoid double-booking. Fill in the “B L D N” matrix (yellow appendix, pg 3) to count up the meal-portions you will serve and track deposits. Trustees have Excel spreadsheet templates (copies are included in yellow appendix), which you can use to digitally fill-in for the room-assignment sheet and BLDN.
6. Document every cancellation. After a person has made and paid for a reservation, he may notify you if he needs to cancel. A cancellation charge is assessed because you may have lost the opportunity to re-fill his space; this forfeit is revenue to the Lodge. Near the event, you have already purchased food supplies. A short note should promptly go out to each person who cancels. Here are the “rules”:
 - Prior to 4 weeks before host-period starts, the host will refund the deposit minus a charge of \$5.00 per person.
 - Between 4 weeks and 1 week prior to the period, the host will refund the deposit minus a charge of \$5.00 per person per day-of-reservation.
 - Within 1 week prior to the hosting, the deposit will not be refunded.Be sure to keep good records of any forfeited deposit money.
7. Go to your wait-list and try to re-fill the cancellation. It would be unfair to allow a cancel-person to substitute a friend into his slot when you have other folks waiting.

[A copy of the relevant sections from our current CAC Reference guide are included as a green-colored appendix to this manual.]

Okay, I’ve got a house-full of reservations, what’s next?

Meal Planning and Kitchen Management. This guideline booklet cannot substitute for the wealth of experience and wisdom possessed by our volunteers, but you should keep the following in mind:

Hosts must plan and manage the food services with several goals:

- Provide healthy, balanced meals.
- Cost less than per-meal charges (\$8/b \$7/l, \$15/d = \$30/day) – Historical “guideline” for experienced Hosts is food cost of 50-70% of meal charges. New Hosts may not meet these goals, but must not spend more than they take in.
- Avoid expensive “processed” pre-packaged/prepared foods.
- Recognize guests’ preferences, limitations and appetites.
- Reuse leftovers for subsequent meals; minimize waste.
- Keep alcoholic beverages “off the books”. i.e., we have a BYOB policy.

Shopping can be done near home, en-route (last Costco is just off Hwy 50 at Folsom (E. Bidwell St exit), Trader Joes is just a mile north of Costco, last grocery stop eastbound is Pollock Pines/Sly Park Safeway—35 miles to Lodge) and at nearby Meyers (Holiday Market, formerly Lira's) and South Lake Tahoe. All receipts must be saved to send in with your final trip-accounting report; be sure to note those purchases which were made to replenish housekeeping supplies and pantry staples – they are not part of your “cost-of-food” entry on final bookkeeping paperwork.

Hosts/cooks need to prepare a meal-by-meal menu and required ingredients list; they count number of people for each meal and estimate the portion-size for their guests and calculate the amounts needed for their event's shopping list; they recognize the need to always have enough—but not too much -- of each meal component and plan the disposition of leftovers in subsequent meal plans. Use the “food pyramid” concept when planning your meals.

Remember that Echo's high altitude requires longer and sometimes different cooking strategies and boosts everyone's appetite and need for fluids, especially with winter sports and hiking exertions – be sure to provide for, and encourage liberal intake of water. See guidance for high altitude cooking in the cream-colored pages of the appendix.

Important: There should be no food leftovers in Lodge refrigerators between host events—take them home, send them off with departing guests or dump them as you leave.

Breakfast Suggestions:

- fruit and/or juice (canned/frozen/fresh)
- coffee (regular and decaf), tea, hot chocolate and milk
- cold cereal (sugarless and “fancy”) with milk and yogurt
- hot oatmeal/muesli with milk/yogurt
- eggs and egg-based dishes
- french toast, pancakes, bagels, croissants and other carbohydrate-rich foods
- ham/ bacon/sausage (optional side dish)

Lunch ingredients are laid out in the dining room for people to pack their own lunch. Provide:

- bread (include whole grain) for everyone to make a sandwich with fixings such as: cheese, sliced meat, tuna/egg salad, peanut butter/jam, lettuce, mayo, mustard, etc.
- fresh fruit (apple/orange/banana) and veggies
- wrapped candy/candy bars, cookies, small yogurts, trail mix
- leftovers make good lunch options for those folks who don't leave the Lodge, but leave explicit directions – you don't want them to lunch on your dinner fixings
- ask guests to use hiker's bottles. Our well provides excellent-quality water.

“Happy Hour” before dinner is popular, but should not detract from the Host's “Dinner Event”. In winter, hot soup or spiced drinks may be served from a moderately hot stovetop. Before-dinner cocktails, beer and wine are not included in the basic food budget, thus should be accommodated as donations/BYOB/ “share-the-wealth” by those who partake.

Dinner is the main meal, where hosts, chefs and guests commune in the finest of Echo's traditions. Each host is encouraged to impart their full personal style while maintaining our high quality standards. Be sure everybody gets a fair portion – perhaps by avoiding buffet-line

serving which may run out before everyone gets a share. Family-style, at-the-table serving works well and contributes to the sharing and conversations that enrich each meal. Include in each dinner:

- a leafy green salad
- protein-rich entrée
- carbohydrates
- colored vegetables
- water
- a sweet dessert
- decaffeinated coffee and hot water for tea.

Kitchen-Pantry Inventory. Each Host should make a pre-session telephone contact, with the preceding Host, to learn the status of supplies and consumables in the Kitchen, Pantry and paper stock cupboards. At the end of each session the Inventory Sheet should be reviewed and arrangements made to replenish missing/depleted stocks. Don't forget toilet paper, paper towels, napkins, coffee (medium grind) and bleach solution. Be sure to note on your retained receipts which items were purchased for food/pantry staples and housekeeping re-supply – these expenses are separate from your cost-of-food figures on the final bookkeeping sheet.

Now you've done all the registration and planning and shopping, it's time to have FUN!

Open the Lodge and Move In.

Hosts should strive to be first-arrivals, along with some primary helper-guests, to open the Lodge and carry in all of the supplies and foodstuffs. You will have a key via mail in winter or from the keybox in the shed. A first priority task and responsibility is to walk through the Lodge, using our "Leave No Trace" check sheet, to assess the cleanliness and guest-worthiness of the Lodge. In cold weather you may need to activate the water supply by following the posted instruction book. If anything is amiss, be sure to call and talk to a Trustee and/or make notes on your check sheet.

Registration and Welcoming

Be sure the Guest Register Book is open and each guest signs in, one name per line; under the "DATE" column, be sure to provide the begin and end dates ("stay-dates") of each person's stay. Hosts should review the entries for their session for legibility and omissions; you may need to print names/dates next to any illegible entries.

This may be a good time to describe "How it works" for your session – Meal-times and Chore-list sign-ups, etc.

As non-Members and their sponsor/inviters arrive, explain Associate Membership and use the space on our Charge Sheet to enroll eligible folks (dependent children are covered by their parent's enrollment). We advise you to "start" each guest's Charge Sheet before you go to Echo or alternatively when the guest arrives. (Member Renters should remember to enroll non-Members as Associates – using the Enrollment forms, not the Charge Sheet.)

You should post and verify guest arrivals on the "Room Assignment" form.

The dining room refrigerator should be dedicated to use by guests for their beverages, special snacks/foods and items which are not for host's usage – separate labeled bags/boxes should be used to prevent misappropriations.

Be sure to note the approximate arrival time for each guest – you'll need to know it when figuring their final "bill".

Some Hosts delegate these functions to a conscientious helper or "co-host" to ensure that these details are managed while the Host may be rushing elsewhere.

Our Use Permit with the Forest Service depends on our making the site available to a large number of people. The guest register documents our use and should be removed from the lodge during an evacuation for fire.

If snow removal from doorways and stairs is needed, be sure to assign these labors and ensure that they are done.

A next priority for "Open-Up" may be to start the woodstoves to drive away the chill.

Wood Stoves.

The stoves in the Living Room and Dining Room are not easy to start. There are laminated copies of the "official" instructions located several places at the Lodge – **BE SURE TO READ AND FOLLOW THEM, PLEASE DON'T INVENT YOUR OWN CHANGES AND SHORTCUTS.**

The important "**WARNING: Do not operate with the Start-Up Air Control in the open position in excess of 15 minutes!**" is to prevent you from wrecking the stove or burning down the Lodge. A return spring has been installed to avoid forgetting this warning.

Once the stove is started and burns down so only coals remain, additional wood should be added periodically, **one or two logs at a time.** i.e., It is not necessary nor desirable to load up the stove with as much wood as the stove will hold. This simply burns up too much wood too fast, keeps the downstairs too warm, and may cause a chimney fire.

Use the stove's circulating fan (the switch is behind the right-hand side of the stove) to disperse warm air around the room.

To warm the 2nd floor roomettes and 3rd floor dorm: A vent was installed that pulls heat from the dining room to the 3rd floor dorm. The switch is located in the closet outside Room 3 and is labeled. The fan should be turned off when leaving at the end of your stay. The switch to the fan located at the top of the bookcase in the great room is just outside the entry door next to the switch for the basement lights. That vent sends heat to the 1st floor dorm and 2nd floor hallway just outside Room 6. Hosts and guests should remember to leave all roomette and the to-the-3rd floor doors open while the stoves are started and going well; when the stoves have heated the 1st floor air mass, the great room door and the dining room door should be opened for a few moments to allow cold fresh air to flow in to the heated first-floor

rooms – this forces the warm air upstairs and speeds up the transfer of heat to the entire Lodge; repeat as necessary.

Wood Stove Ashes. As ash accumulates in the bottom of the fire -boxes, some of it (but not all) should be removed. This should be done only when the stove is cold (when you first arrive is generally a good time). Note there is a chamber just under the firebox that periodically needs ashes removed to maintain the draft. If this chamber is full of compacted ash, smoke will fill the room rather than going up the chimney. This chamber can be accessed by pulling forward/down on the pedestal base and unlatching a narrow, hinged door just below the firebox. Shovel ashes into the big metal bucket and carry them outside (even into the snow and rain) – to a safe spot -- the new concrete landing to the Kitchen porch stairway is ideal -- until you can safely dispose of them (wait a few days) by dispersal onto a stable vegetated slope away from the Lodge (wood ash contains potassium and other helpful minerals). You can also double-bag dead, cold ashes in a black garbage bag and send them out to the dumpster and thence to the landfill. Never dump ashes off the decks or front porch nor spread ashes onto the parking lot, road or walkways – although that may melt some ice, it makes a terrible, trackable mess on our carpets and is a source of sharp debris such as nails and glass – ruins tires!

Wood Boxes. The boxes in Living Room and Dining Room should be full when you arrive and refilled before your final cleanup and departure; be sure to resupply with a mixture of kindling, small (arm-sized) and large (leg-sized) pieces. If there is accumulated bark and scrap wood in the basement, you should include bark and scrap into your fueling of the stoves. There are boxed-up supplies of “small stuff” that should be used along with the “nice” wood. We have placed a splitting hatchet and block at the foot of the basement stairs to help with kindling splitting – be sure to assign this task only to a careful adult.

Electric Heaters. There are wall-mounted electric heaters in the third-floor dorm and possibly portable radiator-like units dispersed about the Lodge. Find, read and follow the posted instructions or tags for the electric heaters – they are expensive to run and difficult to repair; they should be used for brief warm-ups until heat from downstairs is carried upstairs. The third-floor wall-mounts have a master timer-switch-set in the entry vestibule – these must be turned ON to get the upstairs heaters to work; the heaters will automatically switch off once the timer has completed. The portables should have limited use; they should not be carried into a roomette or bathroom, turned ON and forgotten; they, too, have been fitted with timers to prevent forgotten settings.

The 2nd floor bathrooms and showers have heated flooring operated by a thermostat located in each bathroom. To keep the pipes from freezing the lowest setting is 41 degrees and should be turned down to this setting when the lodge will be unoccupied. The women’s bathroom also has a wall heater with a timer switch.

Work Sheets. Smooth and fair distribution of housekeeping chores works best with the use of our Work Sheets (pink and blue). Host should ensure that all guests sign up for – and do – the cooperative daily and final cooking and cleanup chores. Children 10-and-over are expected to participate; smaller ones also enjoy helping.

Keys and Security. In Spring, Summer, and Fall months, the key will be inside the large

shed, in the white keybox. The keybox combination is 02591. The combination to the shed lock will be sent to you with your host packet (currently = 0415 but may be changed periodically). Please share these combinations only on a need-to-know basis. You MUST return the key to the keybox in the shed when you leave or the next person will not be able to get in. Please lock the barn door behind you!!! In Winter months, Trustees will provide each host with the key to the Lodge, which must be returned in the envelope provided within 3 days. There is a push-button type combination lock on the entry door in addition to the deadbolt lock. Current code = 0402. Daytime occupants of the lodge can keep the combination door locked for greater security and privacy, while allowing lodge users easy access without the necessity of a hidden key. The large shed is home to the snow blower and other valuable tools, so should not be left open unattended. The Lodge and outbuildings should be locked when people are away during the day.

Fire Safety. Fire is our biggest concern in this old wooden building. We own the building but occupy the public land according to a Special Use Permit. Should the Lodge burn, re-building may require a different orientation and foundations, thus it may be very difficult and expensive to ever replace. No open fires are permitted anywhere inside or outside the lodge other than the wood stoves for heating. Smoking is never allowed anywhere in the building nor on the decks. The areas near the wood stoves need to be clear of paper, hanging clothes, wet boots and debris. Never use fluid fire starters. No candles may be used in the building anywhere. No heaters or electric blankets are allowed in the bedrooms. Metal wastebaskets throughout the Lodge can be used to snuff out a small fire. There must be no obstruction of any fire exits or exterior staircases. Dead bolts are to remain unlocked, for rapid escape and ease of access by firefighters, whenever the building is occupied.

The BBQ on the deck should be used with extreme caution and never left unattended. The BBQ must be pulled away from the deck railings while in use. Clean the BBQ after each use to avoid build-up of grease and potential flare-ups. BBQ combination = 9010.

In the winter both fire escapes must be cleared of snow from the 3rd floor down. This includes making sure all the doors on each level can open fully – verify for the dining room, kitchen stairs, 3rd floor dorm and 1st floor dorm door into the front foyer. Snow and ice removal make a good project for daily chores.

Fire extinguishers. (Class A-B-C) are placed on hooks throughout the lodge; each has a tag with instructions and note of its proper location. If any extinguisher “goes missing” or is expended; it must be replaced immediately (Withrow Oxygen Service at 2117 James Avenue is a “service station” for the Extinguisher technician). All extinguishers are serviced each Spring. There are “spares” hanging in the shop.

The vent hood over the kitchen stove has an automatic fire extinguisher which will go off if the temperature reaches above 350 degrees. There should be an oven thermometer there to alert the cook if it is getting close. Kitchens are where most residential fires begin. Keep your cooking areas clutter-free and don’t get so “busy” that you forget to watch the pots. Don’t leave anything flammable on the plate-warming shelf. Grease fires in the kitchen should be covered with a lid and not doused with water. A “Class B-C” 5-pound extinguisher is hooked to the wall behind the stove, do not put a different kind in its place.

Garbage. Garbage is collected weekly, by pre-arrangement with the hauling company, summer and winter. A bear-proof 2-cubic-yard dumpster unit is now supplied, but it must be kept locked to be effective (code combination = 9010). The combination lock may be removed in winter as the tumblers freeze, and the clip lock should be used in winter. The hauling company knows the combination to the lock. The dumpster must be accessible to the forklift truck on collection day (**Wednesday before dawn**), thus the dumpster must be spotted and not behind any autos on that morning. Hosts must adjust the parking and dumpster situation every Tuesday night before collection to avoid a missed pickup. Snow must be removed from the front of the dumpster. Never leave any garbage or “recyclables” uncontrolled (e.g., not IN THE OUTSIDE SHEDS nor ON THE DECK) or we will contribute to the death of another innocent bear. Do not burn wet garbage or plastic in the stoves. If there is a problem with Garbage pickup, call American River Disposal Service at 530-544-1199.

Recycling. We are a conservation-oriented club and should maximize recycling of all wastes. The locally collected refuse is sorted and separated for recycling and volume-reduction in South Lake Tahoe. South Lake Tahoe has a prize-winning “single stream” recycling program; don’t be afraid to put all refuse into our dumpster for proper recycling. They do, however, appreciate separation of recyclables; thus a separate trash bin is located under the dish drain area in the kitchen. The blue plastic bags in the supply pantry are for the recycle trash bin. If you wish to support your local recycler, it is okay to segregate and carry home the glass and aluminum. Never leave “recyclables” in any of the outside areas or sheds – our bears will break in to see what’s there. We do not have a method for composting kitchen scraps because it would attract bears and other varmints.

Kitchen Stove: Leave the stove in the “ON” position when leaving. If turned to “Off” the pilots will all need to be re-lit since this controls the gas supply. **BE SURE TO TURN THE OVEN OFF BEFORE LEAVING THE LODGE.**

Kitchen Vent: In winter storms there may be a cold draft coming through the outside vent that removes smoke from the cook stove. Pull on the wire cable above the small kitchen window to close the vent flap. There is a note to “Pull to Close” near the cable. Do not put a pot lid over the opening above the stove.

Bears. El Dorado National Forest is home to a healthy population of Black Bear; they are well fed and populous due to residential garbage which is available in neighborhoods only a mile from the Lodge. They do not “hibernate” all winter. Thus, we can expect bear visits at any time. A bear can do a lot of damage in search of food. Bears are ALWAYS hungry. We have had visits and explorations and break-ins and have seen problem bears trapped and put down. Once habituated to man’s food supplies, a bear will return for another feeding – without cease – until destroyed or run-off by superior force (which is usually another bear). So far, we have not had a destructive Lodge break-in, but there have been close calls. If we do develop a “bear problem”, we cannot justify trapping unless/until there is physical damage to our property. So ... it is incumbent on us to manage our food and garbage and “recyclables” to minimize bear contact. ALL BEAR SIGHTINGS around the lodge should be reported to the Trustees. Complete the Bear Incident/Observation Form and send in with end-of-stay forms to the Treasurer. Should a problem arise, call one of the Trustees.

- Bears are attracted by: garbage, sweet smells, pet food, baby diapers, bird feeders, food odors, lotions, toothpaste, and garden compost. Remove anything that might attract bears from our property.
- Do not leave food and baked goods sitting out near open windows and doors or visible through closed windows.
- Keep kitchen windows near the ADA ramp locked at night and when the lodge is not occupied.
- Keep BBQ grill clean.
- Keep garbage containers clean, deodorize with bleach or ammonia.
- Leaving small plastic saucers of Pinesol or ammonia outside doorways seems to discourage bears.
- Freeze grease and put it out ONLY on collection day.
- NEVER keep food, toothpaste, candy, gum, clothes that smell of food, coolers, etc. in your car. The trunk of your car is not secure and a poor choice.

Rodent Control. Echo Lodge is located in an area with a significant population of mice, squirrels and chipmunks. They may be cute but they may also be carriers of serious disease, such as hantavirus or even plague. We need to be vigilant in keeping down the population of mice at the lodge. Here is the advice from the CDC (Center for Disease Control):

First, clean up any droppings or urine:

- When you begin cleaning, it is important that you do not stir up dust by sweeping or vacuuming up droppings, urine, or nesting materials.
- Wear rubber, latex, or vinyl gloves when cleaning droppings/urine.
- Spray the droppings/urine with a disinfectant or a mixture of bleach and water and let soak 5 minutes. The recommended concentration of bleach solution is 1 part bleach to 10 parts water. When using a commercial disinfectant, following the manufacturer's instructions on the label for dilution and disinfection time.
- Use a paper towel to pick up the droppings/urine, and dispose of the waste in the garbage.

And to deal with a trapped mouse:

- Wear rubber, latex, or vinyl gloves when cleaning up dead rodents or nests.
- Spray the dead rodent or nest and the surrounding area with a disinfectant or a mixture of bleach and water.
- Soak rodent, nesting materials or droppings in solution for 5 minutes before wiping up with a paper towel or rag.
- Place the dead rodent or nesting materials in a plastic bag and seal tightly. Place the full bag in a second plastic bag and seal.
- Throw the bag into a trash can that is regularly emptied.

Also, remove gloves, and thoroughly wash hands with soap and water (or use a waterless alcohol-based hand rub when soap is not available and hands are not visibly soiled).

Minor Children. No minor children should be left unsupervised by parents without approval of the Host or other responsible adult. It is recommended that anyone bringing minors other than their own children (e.g., friends of their children) for whom they are taking responsibility

obtain the following from the parents of the guest-children: (1) Medical Care Release Form, including medical insurance carrier name and ID number, signed by parent(s) (2) List of allergies, including drug allergies, (3) Parent phone numbers (home and cell).

Dishwashing. Because of the Lodge's limited water, electrical and sewage capacity, we rely on hand washing of our dishes, silverware and pots and pans. The approved five-step method is as published by the California Department of Health Services – using two sinks of very hot water (if you don't need rubber gloves, it isn't hot enough) for wash and rinse, then one sink of hot water with bleach for disinfectant. Please watch for conscientious pre-wash scraping and grease removal (dry scrape all greasy wares, use paper towels or coffee cans to keep grease out of the dishwasher and our septic tank – freeze it until Tuesday night, and then send it out to the dumpster) and frequent water changes.

- Step 1 is to **dry scrape** waste into the garbage, using a dish scraper and plenty of paper towels (you can pre-soak/wash stubborn items – our new sink set accommodates this step to the left of the sinks);
- Step 2 is to **wash** in very hot frequently-changed detergent-sudsy water;
- Step 3 is to **rinse** the sudsy residues in a frequently-changed sink of very hot water – this step prevents detergent from “killing” the disinfecting power of chlorine in Step 4;
- Step 4 is to **disinfect** by rinsing in bleach-containing warm (not hot) water (one capful per gallon, thus several capfuls in our sink) – hold for 30 seconds;
- Step 5 is to **air-dry** in the wire racks and with clean drying cloths before placing the clean wares into the drawers or shelves (don't contaminate clean wares by swabbing them with wet/dirty towels).

Drain sinks one at a time because the drainage to our septic system cannot handle the water flow from all three sinks at once.

It is a good practice to send used dishwashing sponges through the wash/bleach process with your used dishtowels and aprons. 2 minutes in the microwave for damp sponges will also kill bacteria.

Power-out Provisions. Electrical outages occur in all seasons. Battery-powered emergency lights (which last for an hour or so) are installed near every stairway and doorway and operate when the power first goes off. Rechargeable lights, lanterns and flashlights are stashed in the Host's Cabinet. Because we are in a limited-occupancy area, outages should be promptly reported to PG&E at 1-800-743-5000. Do not rely on the “automatic” message system (based on the caller ID from our phone) because our Lodge is on the border between PG&E and Sierra-Pacific Power Company; it is best to keep trying to speak to a real person and give our service address = 9010 Johnson Pass Road = N Side Hwy 50, Echo Summit, near the old Little Norway Resort east of Placerville (the phone-answerer in Fresno or wherever has no idea where Echo Summit Lodge is located) and Account Number = 447 465 2412-1.

Remember to recharge and re-battery any lights you used during power-off times.

Our primary water-supply system (well) is electric powered and may run out during an outage of several hours. The amount of water in storage is nearly impossible to estimate between 150 gallons at full capacity and nearly empty – if you have no water for an extended time, you must shut down the Lodge.

As soon as the power goes out, institute water-saving procedures with lodge occupants. This includes: no showers, minimize toilet flushing, use of disposable dishes/cups, revise menu to reduce water consumption—you may think of other measures.

If the power should become “dim” (not fully “out”), it may be due to a limb falling across one of the lines. This is called a “brown out” and could be harmful to our high horsepower electric well pump and sewage effluent pump – if they are supplied with half-voltage power during a brown out, they may overheat and be destroyed. It would be very helpful if the breakers for these loads are switched-off in the event of a brown out – go into the entry vestibule, find “Sub-panel 1a” (to the right of the “Main” panel), then OFF-switch four of the five toggles in the upper-left-hand section of the switch-panel (they re designated as 1B, 3A, 3B and 5A). Once power has been restored, these breakers must be ON-switched.

Extra bedding can be found in the closet at the foot of the stairs to 3rd floor and in cupboard along stairs to 3rd floor. Non-perishable food from the pantry can feed guests for a few meals.

Propane/Pilot Lights. The lodge uses propane for our two water heaters and the Wolf range. Our 575-gallon tank is refilled every three months (takes 200-300 gallons, costs plenty). Gas is conveyed to the lodge via a buried pipe. The manual master shutoff is located on the tank. The pilot lights on the water heaters and range ovens can blow out – if that happens, the gas supply to the burner unit is shut off. To relight them, find and follow the directions; bend off the metal shroud (water heaters) or open the kick panel below the oven door, turn the knob on the safety valve to PILOT, depress the valve/button, use the “sparker” (water heaters), relight the pilot and hold the valve/button for 30 seconds. If the range top pilots blow out, turn the control knobs to OFF and use a match to relight them. Each appliance has an instruction sheet to help you through these steps. Note: Leave the kitchen stove ON when leaving (i.e., be sure the burner/stove knobs are in the OFF position but do not turn off the gas supply).

First Aid. Basic supplies are in the cabinet behind the Host’s desk. Please replace expended supplies.

Injured persons should be transported to Barton Memorial Hospital – down Hwy 50 toward South Lake Tahoe “Y”, follow signs for a right turn to the Hospital (just past the U-Haul Station) before the “Y”.

Emergency Medical Services via “911” are dispatched to the Lodge address = 9010 Johnson Pass Road.

CHP Dispatch for Echo Basin: 530-582-7500

We have an AED (automated external defibrillator), a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish an effective rhythm. With simple audio and visual commands, AEDs are designed to be simple to use.

The Echo Lodge toboggan, snowshoes and stretcher are located in the entry vestibule. They are for emergency use, not for snow-play. A set of “FRS” radios is stored in the Host closet in the event of emergencies; do not use them for kid-play.

Health Concerns. If a host observes a physical or mental health issue with anyone staying at the lodge, the host should take a proactive approach and be assertive. Talk with the person regarding your observations or those reported by other concerned guests. Listen to the responses and formulate an action plan. Ask about their current and pre-existing health conditions, especially altitude-related affects, allergies and medications. Ask if they are diabetic or epileptic. Do they seem able to take care of themselves? If not, insist that they see a health professional. Take them to the emergency room at Barton Memorial Hospital (see First Aid above for directions).

Lodge Telephone. This utility is needed for safety and Lodge-related communication. The phone must not be tied up for long periods, and long-distance calls are not permitted. Use your cell phone or a phone card!

Snow Removal. CalTrans (the **State** agency) removes snow from Johnson Pass Road between Hwy 50 and the SnoPark (they are paid by the SnoPark program to do this); often they will plow on up and through our “lot” to the push-off slope north of the Lodge. Thus, never park to the “left” of the entry-steps after snowfall begins. CalTrans does not have a duty for this extra work; it does not have any duty to plow our parking area nor to extricate any of our vehicles. **County of El Dorado** Department of Transportation also plows snow from Johnson Pass Road, often following the CalTrans open-up pass with lot-clearing services; even though we pay a “snow-plow-tax”, we are not the County’s highest priority – they do the schools and airport before they get to roads such as ours. Depending on the depth and intensity of snowfall; these agencies may use graders, loaders and/or rotary-blower machines to do the job. They will be frustrated and compelled to punish (cussing-out, towing charges and tickets) anyone who parks/gets stuck on the right-of-way. It is essential for us to move all cars away (back down the road) while lot plowing by the County is underway – even if it is midnight! —so that a thorough job can be done. This means that car keys and drivers must be available any time that the lot is unplowed, otherwise we end up with insufficient parking spaces. If a car cannot be moved (chains not applied), it will probably be partially buried by the plows.

Lodge users voluntarily remain at the Lodge during snowstorms, thus being snow-bound or stuck is not an emergency for the public transportation agencies. Lodge users who cannot afford to be snowed in for a period of time must consider leaving Johnson Pass Road before the road becomes impassable to vehicles. A weather radio resides on the desk in the great room to provide the most current forecast, but weather forecasting, of course, is not an exact science. Lodge-users need to use their own observations and consider their tolerance for risk. The snow plow crews know that the Lodge is usually occupied and that there are hot coffee, snacks and appreciative citizens at the Lodge – thus they will get to us as soon as they can. Occasionally they will do extra work to help us extricate our cars. Don’t abuse these hard-working folks or try to “pull rank” to get special treatment. Similarly, lodge users must not contract for special plowing/towing services on the public roadway; this can interfere with CalTrans and El Dorado County snow removal efforts and possibly cause undue problems for Echo Lodge Trustees, CAC members, and for our Johnson Pass Road neighbors.

In the event a group is snowed-in (i.e., unable to leave the lodge at their expected departure day), Hosts should charge those guests for meals provided but not for unplanned lodging.

Since 2003, we have a Lodge-owned snow blower to allow trained volunteers to help with snow removal tasks. The instruction book for the machine must be read and understood before the blower is unlocked and operated.

Read the bulletin board Notice about the roadway and our parking area – it is a part of our Permitted occupancy, but we don't own it nor can we exclude the public from it.

Snow Driving. Nobody should venture to the Sierra crest between October and May without being prepared for significant snow; thus 4WD, snow tires, pre-fitted traction chains, tow- straps, shovels, flashlights, extra warm/dry clothing/boots and patience must be included in all travelers' provisions. A cell phone may be very helpful. Once you leave Hwy 50, you need to be self-sufficient. If Johnson Pass Road is snow bound, you cannot use the SnoPark UNLESS you have a permit which you obtained at the Kyburz Mini Mart, Strawberry Station/Store, REI Folsom or on-line. Sno-park offers information about its facilities via 916-324-1222 or http://http://ohv.parks.ca.gov/?page_id=1233. We are told that CHP will enforce the rules and cite (\$70 fine) non-permitted parkers.

Echo Lodge trustees purchase 5 snow-park passes for the season, which can be borrowed by those staying at the lodge as needed. Passes are located in the middle desk drawer and should be administered by the Host or Co-host only. The borrower must leave a refundable \$25 deposit to use the pass, the \$25 to be returned when the pass is given back to the Host.

Water Supply System. Since August 2003 the Lodge has been connected to a well/tank system. Electric power for pumping is provided via a buried 1000-foot conductor-in-conduit line from the Lodge to the well (located down at the northeast side of the Sno Park). A pressure switch at the well turns ON the pump when system pressure is below 30 psi; the pump runs until system pressure reaches 50 psi – at that time the under-lodge storage tanks are filled and can supply about 150 gallons into the lodge before the pressure drops and the re-fill cycle begins anew. The gauge in the kitchen tells a far-different story than it did when we used the old system. The water pipe between the well and the Lodge is buried three feet deep to prevent freezing problems.

A huge cooking pot lives in the pantry – to allow melting of snow on the stove—for very limited “emergency” supply. The bottom line, however, is that the Lodge is not habitable without electrical power and workable water – toilets won't flush, there are no showers nor fire fighting supply, eventually our sewage vault will overflow. Unless PG&E is working, Hosts will need to terminate their session. Sorry.

If electricity is not working, institute reduced water usage procedures immediately (e.g., no showers, minimize toilet flushing, use disposable dishes/cups, revise menu to reduce water consumption—you may think of other measures). Determine if you should terminate your session. Call a Trustee if you have any questions.

Water Shut-Down and Turn-On Procedures

The write-ups for these procedures have been tested and are located in a booklet hanging by the kitchen pantry doorway. A second copy is under the guest register on the desk. **If you are a winter host and the next host will arrive after your departure, you will need to perform these shut-down tasks to avoid frozen pipes in the lodge.** Similarly, if you are arriving to a

vacant lodge, you will need to follow these procedures in reverse to turn on the water for your session.

Sewage System. DO NOT PLACE SANITARY WIPES IN THE TOILETS, even if they are advertised as flushable. The Lodge depends on a low-tech system to collect, treat and dispose of wastewater. Waste pipes under the Lodge collect all sewage and convey it to a septic tank (new in 2005) down by the wood splitting area; solid portions of the sewage are settled, stabilized and stored in the tank; the partially clarified liquid is then pumped (electrical power required) from a chamber beyond the septic tank into a pipeline which leads several hundred feet westward, out of the Tahoe Basin and to one of a pair of leach fields; there the liquid percolates into the ground, is filtered and oxidized in the soil and enters the groundwater environment. This is a fairly resilient system, but it cannot deal with excessive amounts of grease or toxic cleaning chemicals nor sanitary wipes. Place only toilet paper in the toilets. All other bathroom refuse (such as sanitary wipes, facial tissue, feminine sanitary supplies, etc.) should be placed in the waste baskets. Every 12 months, the septic tank must be pumped to remove the stored solids and scum to ensure that solids are not conveyed to the leach fields. We are able to alternate the use of the leach fields, providing time for one field to “rest” while the other is being “worked”; this alternation will prolong the lifetime of the disposal system.

If you hear an alarm buzzer, notice a “sewer smell” or see a puddle down by the wood yard it likely means there’s a blockage between the septic tank and the pumping chamber. A “procedure sheet” is included in one of the Host’s procedure booklets on the shelf behind the desk describing how to respond to this unlikely situation; be sure to advise a Trustee.

Facility Repairs and Maintenance. The Lodge organizes two major Work party repair and maintenance efforts each year; in between, breakdowns and items which weren’t caught during work party must be recognized and addressed by Hosts. We provide “procedure sheets” to describe some of the more involved situations. Loose screws, clogged toilets and burned out bulbs are routine and must be handled by Hosts. If you or one of your guests is capable, such things as leaky faucet cartridges (Delta brand) or sticking/leaking toilet-tank flappers should be fixed as quickly as they are recognized. There are red loose-leaf binders in the host’s closet, which contain appliance manuals and fix-it instructions for many of our systems. More significant faults should be reported to one of the Trustees; thereafter you may need to contact a qualified specialist to effect the repair. Issues which pose a fire or electrical hazard, drain the water system or overload the sewage system should be treated as high-priority. Work done by locals should be pre-approved by a Trustee, paid for in cash by the Host; then the cost reimbursement obtained as part of the final trip accounting report.

Lodge Cleanup. Each Host is responsible for noticing the condition of the Lodge at the start of each session, then – **with the help of all guests** -- ensuring that the Lodge is clean and ready for the next group. To assist in this duty, we have prepared a checklist sheet (Leave No Trace) to cover the standard items of concern. The chores shown on the End-of-Stay Chore Sheets include general cleanup, floor vacuuming, bathroom cleaning, firewood restocking, kitchen and refrigerator cleaning and laundry. To ensure a fair participation of all in the last-day cleanup, it is recommended that the Host announce a policy that no one is to depart until all chores are completed. If a guest finishes his/her cleaning task, they should help someone else or see the Host for assignment of another task. It is important to keep dirty shoes and boots from soiling the carpet and to promptly spot clean any spills. Our dining room and

kitchen floors will provide years of service if properly maintained using neutral pH products (**no ammonia nor Pinesol**, please). See instructions at cream-colored appendix page 1 and posted in kitchen.

Vacuum Cleaners. Trustees have purchased 3 (new in 2017 at a cost of \$1300 each) Sebo vacuum cleaners, one for each floor. Please handle with care. Most importantly: (1) Pull the power cord out at least 25 feet before use. (2) Hold the plug while rewinding the cord wheel. Hold rewind button down until fully rewound. (3) Keep the brush height adjustment at #3 for the new carpets (the brush should barely touch the carpet). (4) Red-brush warning light means brush is blocked. Turn off, disconnect cord, and clear blockage. (5) Clean brush roller regularly (see page 7 of Power Heads manual). (6) Replace dust collection bags regularly (spares are located in a green box in the 1st floor storage room). Manuals for the vacuums and power heads are located in the red binders behind the desk. Filters are changed annually at the Fall Work Party. These wonderful machines, however, will not do all of the cleanup – if you try to suck up large things (flashlight batteries, checkers, dominoes, firewood chunks, etc) or stringy things (yarn from throw rugs or neck scarves) you will wreck them. Take advantage of your little helpers; hand-pick the large pieces; sweep after wood resupply. If you need replacement bags, contact Trustee Cindy Toran 707-321-3262.

Laundry. The Lodge washing machine is for dish towels, scrub-sponges, aprons, etc. which are used for hosting and housekeeping; personal laundry should be taken to town or back home. The outdoor clothesline is used except during winter; then there are folding racks (stored in 1st floor storage room perhaps) to set up beside the dining room stove. Our shower curtains need a thorough wash-and-bleach every few weeks – they are best done by themselves with HOT water and Clorox to remove the crud – hang them back in the showers to dry and be ready for the next users.

Lost & Found (and Storage of Personal Items). The public areas including the vestibule may be used to store personal items such as boots, parkas, etc, only while members and guests are staying at the lodge. Members and guests must take all personal items with them when they check out of the lodge. After guests have departed, hosts may discover items left behind. If known, the owner is contacted. Items left in the lodge will be placed into the lost and found. During the Spring Work Party, these items are donated to charity, recycled or tossed. Of course, there will be exceptions to this policy. If it is essential that personal items be stored, the owner should tag them with his/her name, date and contact information. Trustees cannot guarantee the security of stored belongings.

Bookkeeping. Trustees and former hosts have devised several sets of forms and standard reports for use by our Hosts.

Room Assignment Sheet is the one of the first forms you are likely to use – beginning with your reservation process and continuing through the session; you may need several of these for a week-long session. A clean, very clearly lettered version should be prepared before you arrive so that room/dorm assignments are ready and unambiguous for each guest's arrival and welcoming. As things change from day-to-day, a new version should be made. These forms are for Host's and guests' convenience and are of critical importance if a fire-evacuation emergency occurred. The current version should be posted over the desk. A master blank copy of this form is provided this booklet (yellow page 2), others are stocked at the Lodge, but

you may need to obtain photocopies to work through your reservation process. There is an Excel spreadsheet template available from Trustees if you wish to develop and keep electronic versions of this form.

BLDN Sheet is the other before-event form (yellow page 3). Use it to summarize each person's stay, enter the amount of each deposit and help count-up the meal-portions you will serve. An Excel template for this form is also available.

Leave No Trace check sheet (yellow page 4) is provided with Host's mail-out package to guide your entry and departure reviews of the condition of the Lodge. Spaces are provided for checkmarks as you open and close the Lodge. You may ask a reliable guest to complete this check sheet for you as part of the Last Day Clean-Up Chores. Please return your filled out copy of this sheet when you mail your accounting reports back to Treasurer Susette Stickel-Rufer.

Charge Sheet forms are kept in a box at the Host's desk (blue page 2). An Excel workbook for Charge Sheets is available that performs all math tasks and automatically creates a Host Summary Sheet. The workbook can be filled in at home before going to Echo Lodge and you can make minor adjustments at the end of each member's stay. The workbook can be sent by attaching to an e-mail to Treasurer **Susette Stickel-Rufer (swas40@comcast.net)**, saving both time and postage costs. Charge Sheets need to be started with each new Member (and Associate Member) guest/family/group and used to tally and calculate charges to be paid at the end of each party's attendance. This form allows for both Associate Enrollment and Room/Meal charges. This paperwork must be done according to the written instructions and must be retained to ensure that we do not violate County tax collection rules. If the guest needs/wants a copy, either complete a duplicate for him/her or send a copy when you return home. Be sure to supply each person paying Associate Member dues with a copy so they can submit it if they choose to apply for regular membership (the dues can be used to offset the entry fee within one year). The charge sheet will be kept by the host, used to prepare your Host Summary Sheet, then must be submitted to Susette Stickel-Rufer. Fictitious examples are provided in the blue section of this booklet. Note: Host/Co-Hosts should not fill out Charge Sheets for themselves – they “stay free” in exchange for their hard work. If Hosts have guests who are not part of their work crew, simply use a Charge Sheet, under Host's name, complete for the non-hosts' length of stay lodging, meals and tax. Total this up and include in the Hosting Summary Sheet as for other regular guests.

The Host Summary Sheet (blue page 6) form is for each Host to reconcile the entire session. It requires that you have completed the “Charge Sheet” forms correctly; it also requires that you have kept all receipts for food and restocking purchases.

Associate Member enrollment forms (orchid page 2) – for use when a non-Member is part of a Private Event or Spontaneous Rental occupancy -- are also boxed in the desk drawer and available for host's use. Instructions are posted on the box. Be sure to supply each person paying Associate Member dues with a copy so they can submit it if they choose to apply for regular membership (the dues can be used to offset the entry fee within one year).

Kitchen-Pantry Inventory (yellow page 5). To avoid missing basic supplies, each Host must take an inventory using the Host Inventory Sheet and make contact with the next Host so

he/she can purchase depleted supplies of Kitchen, Pantry, and paper goods. Don't forget the toilet paper, paper towels, napkins, coffee (medium grind) and bleach solution.

Work /Chore Sign-up Sheets (yellow page 6-7). Each Host should provide blanks (pink and blue) on the desktop clipboard to register volunteers' commitments to the cooperative daily and final cooking and cleanup chores. You should add chores you need help with. Be sure to talk about this process each day and don't be afraid to assign chores.

Key-return envelope. For hosts who are mailed a door-key (winter months only), a pre-addressed envelope is provided – use it to promptly return the key.

Incident Report. An Incident Report should be submitted to the CAC President and an Echo Summit Lodge Trustee if an incident occurs that results in personal injury or death, would impact public safety, requires a rescue operation to locate a person, causes significant property damage, or risks the safety of lodge guests. An incident report form is included in this manual along with a notice about contacting the USFS in certain circumstances (see yellow page 8-8a). Contact an Echo Trustee if you have an incident to report or have any questions about whether or not reporting is required.

Liability Waiver Form: For any hikes organized by an Echo Lodge host, CAC requires that a liability waiver be signed by each hike participant. These are also required at work parties.

Bear Incident/Observation Form: We are required to report bear sightings to the USFS. Complete this form when bears are sighted or an incident occurs in the vicinity of the lodge property. Submit the form to Treasurer Susette Stickel-Rufer along with end-of-stay forms.

Private Events. To optimize occupancy during non-prime time, the lodge is available for Private Events to CAC members who are on the Trained Host Roster. Prime time at Echo is: Summer (June 15- Sept 15), Holidays, and Winter weekends (Jan-Mar). Trained hosts wishing to use the lodge for a Private Event outside of these times should contact Cindy Toran to secure a slot on the Echo calendar, initiate an Accommodation Agreement (page Orchid1) that must be completed and submitted as soon as possible along with a deposit to Treasurer Susette Stickel-Rufer to secure the reservation. Until the deposit is received, there is no reservation for a Private Event. Reservations may be locked in no more than 6 months in advance. The required deposit is 50% of the estimated lodging amount plus \$100. The lodging charge per day (noon to noon) for Friday – Sunday nights is \$25 per person, including children age 4 and over, with a minimum of \$300 per night. The rate for Monday – Thursday nights is \$20 per person per night with a minimum of \$240per night. Deposits are non-refundable except in special circumstances, such as severe weather or death in the family. Associate Member dues also apply to Private Events. The lodging charges include the use of Echo inventory items so the host must contact the next host (Private or Regular host) regarding any supplies needed. Within 2 weeks after the end of the event, the End-of-Accommodation form (page Orchid 4) must be completed and submitted to Treasurer Susette Stickel-Rufer along with a check payable to Echo Summit Lodge for the balance due.

Spontaneous Events. The lodge is available for Spontaneous Events to CAC members who are on the Trained Host Roster. The stay may be booked no sooner than 10 days in advance of the time requested by contacting Cindy Toran, who will send all the information needed by e-mail. The Leave-No-Trace expectation applies as does the Associate Member and Inventory policies. The per-person cost is the same at Private Events with a nightly minimum of \$50. The Spontaneous Accommodation form (page Orchid 5), along with payment must be submitted to Treasurer Susette Stickel-Rufer within one week after your stay.

Host Payments: Make checks payable to **Echo Summit Lodge**. We also have a Venmo account to submit payments. The e-mail address for the Venmo process is: **eslofcac@gmail.com**.

Above all, be sure to have fun, and Thank You for your precious help!