

Dear

Thanks for volunteering to Host at Echo Summit Lodge..... date.

This packet includes forms that are helpful and/or necessary for hosting.

Reminders:

- You should write up your own “invitation”/reservation-request letter to outline your session and tell folks how to reserve and register; send it to anyone who wants to attend. (Examples are provided in your Host’s Manual)
- You may be enrolling non-members as Associate Members while they stay with you, so be prepared to tell them that this class is for prospective members, and dues are \$10 per day.
- When you get a reservation request with a deposit, follow up with a confirmation letter stating the dates and other details of the reservation, including the cancellation rules.
- Use the enclosed room assignment sheet and the registration summary sheet (BLDN) (or electronic versions) to keep track of who’s coming, when, where they’re bunked, and the deposit they paid.
- Before your event, make up your daily menus, portion-count, and grocery lists; keep all receipts when you buy food, etc. Remember that “booze is off the books”.
- Contact the preceding Host and go over the pantry-inventory sheet (copy enclosed), see what else you need to buy; keep track of those costs separate from your food cost.
- At the Lodge, use the “Leave No Trace” (copy enclosed) checklist as you inspect the Lodge.
- If you are not using the Excel workbook for Charge Sheets, find (at the Host’s desk/closet) the form box which contains blank Room and Meal Charges/Associate Member Enrollment Charge Sheets; you will use these forms during your session.
- The Charge Sheets must be retained and sent to Treasurer **Cindy Toran** after your session – part of your “final report”. If the guest needs a copy, either make a copy and send it when you return home or complete a duplicate while at the Lodge and give it to the guest.
- Members Charge sheets are for Members and Associate Members ONLY – if a non-member is a fully paid-for guest of a member (or host), their charges must show up on the Member’s (Host’s) charge sheet. We cannot accommodate non-members who are not invited/paid for by a member (*ie*: no “general public”).
- Associate Memberships are for prospective members who have not yet officially joined and are paying their own way at the lodge; dependent children are included with parents.
- After your event, gather your receipts, complete the Hosting Summary Sheet (enclosed), and return it with your receipts, Charge Sheets, and net proceeds check (made payable to **ECHO SUMMIT LODGE**) in an envelope to **Cindy Toran PO Box 950, Kenwood, CA 95452**. You may also make payment by Venmo to **@Echo-SummitLodge**. Return the key to Danee Kenyon in the bubble envelope if you were provided with a key.
- If we have your e-mail address (provide it to Nick) we will send you an “update” memo describing new things at Echo.

Any questions, call Richard, Nick, or Cindy.