

Dear

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

This packet includes forms which 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 calls or you think may wish 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, dues are \$10 per day.
- When you get a reservation-request with a deposit, follow-up with a confirmation letter stating 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; be sure to keep all receipts when you buy the stuff. 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 need to be kept to send to Treasurer Susette Stickel-Rufer after your session – part of your “final report”. If the guest needs a copy, either make a copy and send when you get back home or fill out a duplicate while you are at the Lodge and give 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 up all your receipts, complete the Hosting Summary Sheet (enclosed) then return it along with your receipts, all Charge Sheets, and your net proceeds check (made payable to ECHO SUMMIT LODGE) in an envelope to **Susette Stickel-Rufer, 29 Long Road, Petaluma, CA 94952**. You may also make payment by Venmo to www.venmo.com/u/Echo-SummitLodge. Return the key to Richard Thornton in its little bubble envelope if you were provided with a key.
- If we have your e-mail address (provide it to Cindy) we will send you an “update” memo describing new things at Echo.

Any questions, call Susette, Richard or Cindy.