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CALIFORNIA ALPINE CLUB ECHO SUMMIT LODGE HOST TRAINING

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PRESENTED BY THE ECHO LODGE TRUSTEES

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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 650 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's 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 nine roomettes, two dorms, three full bathrooms, two half-bathrooms, a living room, a dining room, a large kitchen, a pantry, and utility/vestibules in the main lodge. The 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; Spring and Fall finally, provide a model for new hosts. Host Training and Appreciation Weekends are provided 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-year refresher. These weekends enable Hosts to be current on Lodge procedures and facilities and exchange ideas. Our Hosts are 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 Nick Gregoratos email: echolodge1952@gmail.com (510.919.6883) is currently responsible for scheduling occupancy and use of the Lodge. He takes requests and solicits fill-ins, then adjusts and balances everyone's wishes to optimize occupancy and service.

Trustees also allow use of the Lodge during non-prime seasons and "spontaneous" events (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 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 waitlist. 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 the 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 "BL 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 members 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 \$7/1, \$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) 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 the 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 (including 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 How·" 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 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 entree
- 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 from the keybox in the shed or via mail in winter (only if snow is excessive). 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- Mealtimes 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 into 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 fireboxes, 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). Hosts 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. The key will be inside the large shed, in the key box. The key box

combination is 9010. 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 key box in the shed when you leave or the next person will not be able to get in. Please lock the shed door behind you!!! In Winter months if the snow is excessive, 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 = 1627. 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 must 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. Deadbolts 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. Note: Due to issues with the cable attaching the combination lock, there may be no lock on the dumpster. If so there should be a large carabiner in the shed to secure the bear-locking rail. 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. To accommodate composting of kitchen scraps we have provided several separate containers with lids that should be lined with plastic bags. Once a bag is filled or gets heavy, it should be stored in the freezer. Hosts or guests must take the frozen scraps home to their own composting bins for disposal. Unfortunately, South Lake Tahoe has no program for pick-up of "green" waste but it can be dropped off at the recycling station on Wednesday only. We cannot store green waste outside nor in a shed 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 OVENS AND GRIDDLE 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, follow 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, minimizing toilet flushing, use of disposable dishes/cups, revising the 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. HP 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 can 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. We no longer have a land line at the lodge. Hosts and guests must rely on their personal cell phones.

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 some 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 is not an exact science. Lodge users need to use their own observations and consider their risk tolerance. The snowplow 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 possible. 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 that 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 4 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 the menu to reduce water consumption, 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 that 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 affect the repair. Issues that 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 \$1,300 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 Nick Gregoratos- echolodge1952@gmail.com. 510.919.6883.

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. Many of the forms plus a copy of the current manual can be accessed from the CAC website at: <https://www.californiaalpineclub.org/hosting/>

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 in 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 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 the Treasurer.

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 **Cindy Toran** (cktoran@gmail.com) 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 the Echo Lodge Treasurer. 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 (lavender 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 Echo Lodge Treasurer 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 Lavender 1) that must be completed and submitted as soon as possible along with a deposit to Treasurer Cindy Toran 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 \$240 per 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 Cindy Toran 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 Nick Gregoratos, 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 as Private Events with a nightly minimum of \$50. The Spontaneous Accommodation form (page Orchid 5), along with payment must be submitted to Treasurer Cindy Toran within one week after your stay.

Host Payments: Make checks payable to Echo Summit Lodge and send them to Cindy Toran. We also have a Venmo account to submit payments. The online address for the Venmo process is: *@Echo-SummitLodge*

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

March 15, 2025

AN INVITATION TO ECHO LODGE

We will be hosting at Echo Summit Lodge for three nights: XXX, XXX, and XXX, 2012. We are happy to extend the invitation to members (and their non-member guests who have come fewer than three times in the past):. Three "hosted events" is the maximum number of invitations to non-members. Once they've really experienced the Lodge they need to join the Alpine Club in order to return during a hosted event.

Echo Summit Lodge is located at the top of Old Meyers Grade above Lake Tahoe just off Hwy. 50 at 7,365 feet, about a 4-hour drive from Santa Rosa, depending on traffic. The lodge has nine bedrooms with twin and double beds plus dormitory facilities for 10 men and 10 women, and we can comfortably accommodate about 30 people. Bathrooms are "European Style" (down the hall). December is usually ski and snow-shoe conditions, but last year there was so little snow we hiked to the peaks. Everyone is *on their own* to downhill or cross-country ski, snow- shoe, hike, visit the Lake Tahoe area, read or relax. Each person brings his/her own bedding/sleeping bags, towels and personal toiletries. Everyone signs up for a daily house job (like dinner dishes or breakfast prep) and an extra clean-up job (at least one) before departure.

When we do our final clean-up, we ask everyone to stay until the lodge is completely clean. If you need to make any different arrangements, please work that out with us in advance. We must all pull together to leave the lodge in good shape for the next group. There is no smoking in the lodge, no internet access or TV, and no pets allowed. As host, I will plan and organize the meals, do the shopping and handle the finances.

Our weekend has just appeared in the Trails, but I already have requests for XXX spaces. If you're interested send me a deposit ASAP. Rates for adults, and children 12 years old and older, are \$X.00 per person per night in the dorms and \$X.00 per person per night in rooms. Non-member adults are charged an additional guest fee of \$10.00 per guest per night, not to exceed \$XX.00 per family per night. Meals, per person, are charged at \$X.00 for breakfast, \$X.00 for lunch and \$XX.00 for dinner. There are no refunds for missed or skipped meals. Children under 4 are free. Children ages 4-11 are charged half the adult rate for meals and lodging. Within 2 weeks of the event, no refunds are given because the opportunity is lost to fill your space. Reservations (especially rooms) are on a first come first serve basis once I've received a deposit of a minimum of \$XX per person or \$XX per day. I will want to know the names of the people in your party, the ages of children, your arrival and departure date and the meals you will have on the day you arrive and the day you leave. Please let me know about any special dietary needs. It's also helpful if you give us a cell phone number where we can call you with any updating information. Please send checks made out to (Hosts Name).

It's always advisable to carpool, to check the weather report and to bring chains. The road to the lodge is a low priority in El Dorado County for snow removal, and it's always possible that we may be snowed-in or delayed at departure. Be aware that this may happen. You may not be able to get out on the day you planned to leave. But this is all part of the fun of taking off for Echo Lodge!

I hope you can join us.

Mary

An Invitation to Echo Summit Lodge Month/Day - Month/Day

Hi All,

I will be co-hosting a weekend event in Tahoe the last weekend in MonthX and would love for you to join! I have belonged to a co-operatively run lodge on Echo Summit for the last twenty years, and I am finally starting to host my own weekends. In an attempt to reach out to new and younger people, Dave Smith and I will be hosting a weekend specifically geared towards younger adults during this winter season, although anyone who would like to come is welcome.

What is "The Lodge"?

Echo Summit Lodge is located at the top of Old Meyers Grade above Lake Tahoe just off Hwy. 50 at 7,365 feet, about a 2 hour drive from Sacramento, depending on traffic. To regularly have access to the lodge one must become a member; however if you are invited by a member (as is the case now), you can come enjoy the space as a guest. Once a member you will have access to hosted events throughout the year. The 'host' is in charge of coordinating those who are coming, meal planning and organization, finances and general execution of the weekend.

How it works:

The lodge has nine bedrooms with twin and double beds plus dormitory facilities for 10 men and 10 women, and we can comfortably accommodate about 30-32 people. Bathrooms are "European Style" (down the hall). Everyone signs up for a daily house job (like dinner dishes or breakfast prep) and an extra clean-up job (at least one) before departure. On the last morning we do a final clean-up, and we ask everyone to stay until the lodge is completely clean. Each person brings his/her own bedding/sleeping bags, towels and personal toiletries. There is no smoking in the lodge, there is no internet access or TV, and no pets are allowed. This is a place to be part of the community, spend time together as a group, and enjoy all nature has to offer with a spectacular view.

What is there to do?

Month X is usually ski and snow-shoe conditions, and we have already had a good snowfall this season. Everyone is on their own to downhill or cross-country ski, snow-shoe, sled, hike, visit the Lake Tahoe area, read or relax. The lodge is located on the Echo Summit off Highway 50, and Sierra-at-Tahoe is a less than 5 mile drive. If Casinos are your thing, it's less than an hour to the border, but generally people stick close to the lodge. Aside from the winter activities you are welcome to hang out at the lodge, and there are hot springs about 45 minutes away.

How am I fed?

Breakfast and dinner are cooked and served to the group together. Sack lunch fixings are provided so you can make your lunch and go enjoy your day outside/ on the slopes if desired. Please let us know if you have any major dietary restrictions or allergies and we will do our best to accommodate. If you wish to bring alcohol for yourself or to share, you are more than welcome, but the lodge will not be providing any.

The cost?

The Club runs as a non-profit and all maintenance and upkeep is done by members therefore allowing the utmost minimal cost to those who stay.

Food: \$8 breakfast, \$7 lunch, \$15 dinner per meal (there is no refund for skipped or missed meals, meaning you let me know your first meal and your last, but there is no picking and choosing in between)
Lodging: \$6 dorm style, \$11 shared room per person per night
Associate Member Dues (this is all the non-members i.e. you): \$10 per night
Kids 4-11 are ½ price, 4 and under are free

So that means, as a non-member (or associate member as you are officially called): the cost for this entire weekend (2 nights, 6 meals plus the \$10 per day) is: \$82! What? I just had to do the math twice, that's right, it's practically nothing. You are expected to help around the lodge with your daily job, but still, there isn't a more beautiful place to be for this cost. It's amazing.

If you are bringing kids, there are some slightly varied costs, and I can speak with you individually if that's the case.

This sounds incredible! What's the next step?

If you are as excited as we are, have checked your calendar, and are ready to go, take care of your reservation ASAP. Reservations are first come first serve and there is limited space. You will have a confirmed space when I receive your deposit check. And how much is that? It's \$15 per person, per day. So generally \$30 per person for this particular weekend. This will be deducted from the final payment I collect at the end. Please note that within 2 weeks of the event, no refunds are given because the opportunity is lost to fill your space.

So...here's your three step process to successful lodge attendance:

- 1) Respond to this email including the following information; the names of people in your party, your preference on dorm versus room for sleeping arrangements, the date and time you will be arriving and leaving, phone number and email address
- 2) Mail me a check including \$15 per person per day for your party to:
Sandy Jones
3542 Main St
San Francisco, CA 94111
(and please include a note with the check as to who you are©)
- 3) Come and enjoy!

Lastly:

It's always advisable to carpool and check the weather report. CHAINS ARE REQUIRED, please make sure each car has a set, even if it's a 4 wheel drive vehicle. The road to the lodge is a low priority in El Dorado County for snow removal, and it's always possible that we may be snowed-in or delayed at departure. Please take that into consideration before joining us. But this is all part of the fun of taking off for Echo Lodge! If you have questions or need further details please feel free to email me.

I hope you can join us.

Sandy Jones and Dave Smith

Echo March 3-6

Hi, I'm sorry I didn't get this email out earlier. I've had some last-minute switching to do because of cancellations, and I've also had some email complications. I'm happy to say that we have a great group coming up to Echo Lodge for this weekend, and Joe and I are looking forward to seeing you all.

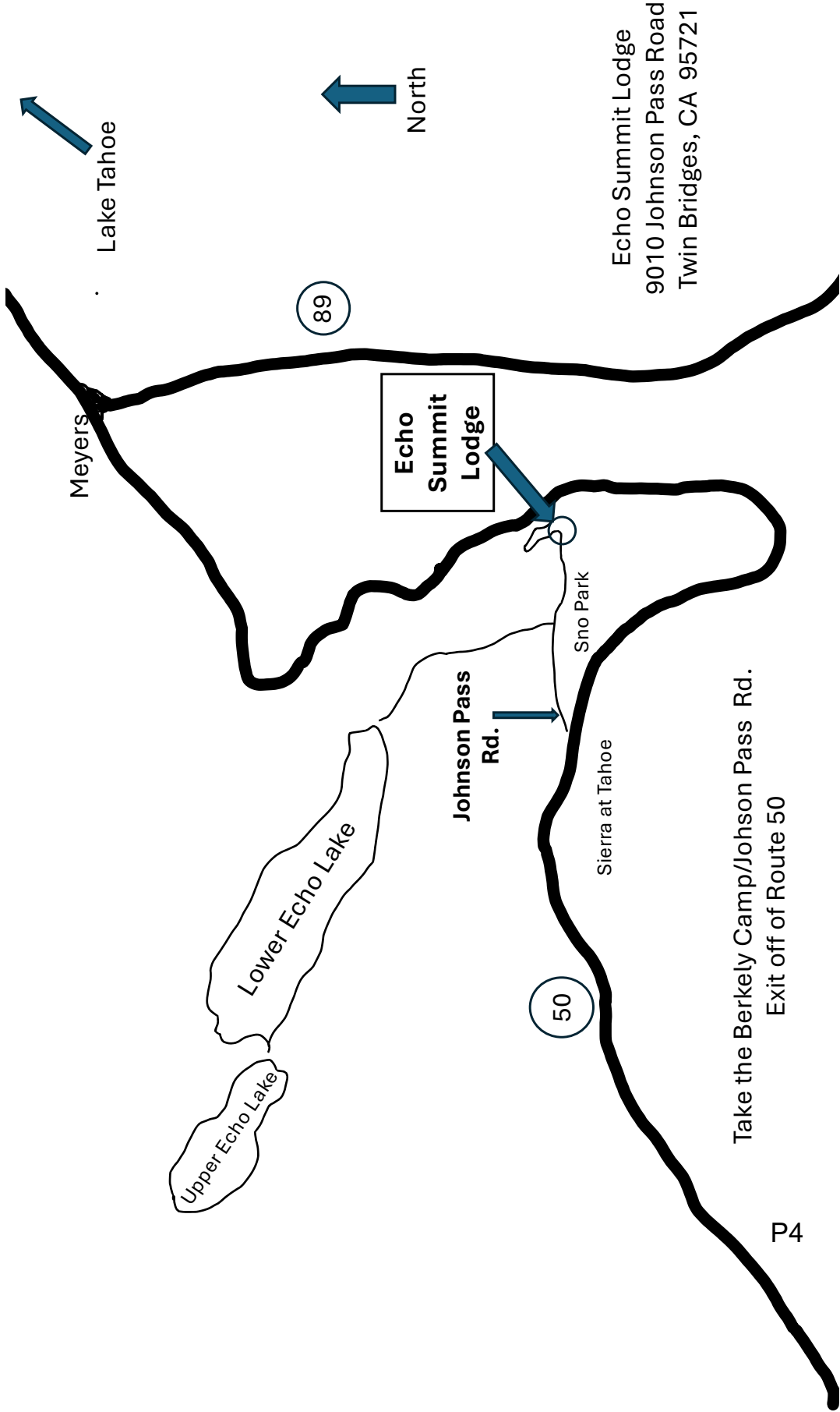
The weather report looks favorable (at least compared to last weekend) with some snow predicted for Thursday and maybe some flurries on Monday. Most of you will be traveling up on Friday, and that looks good. Please carry chains, and bring warm layers of clothes because the daytime temperatures will be in the 40's and the nights will dip into the 20's.

Joe will arrive and open up the lodge at 3:30 on Thursday, and he will have dinner ready for the few Thursday night arrivals. I'll be up on Friday. If you need to contact us for any reason, Joe's cell phone is (707) 123-4567 and my cell phone is (707) 987-1234.

Below is the list of our March 3-6 weekenders and the meals we believe you'll be there for. If you see any errors, please contact me. I've also shown your room numbers. Meals will accommodate vegetarians and carnivores. If you have other dietary needs please call me and/or bring what you need. Feel free to also bring your own wine, beer or soft drinks as well.

The snow should be fantastic and we'll have a great time - Lynn

Room#	First Name	Last Name	Arriving	Leaving
1	Michael		Fri dinner	Sun lunch
1	Grace		Fri dinner	Sun lunch
1	Leila		Fri dinner	Sun lunch
2	Robert		Fri dinner	Sun breakfast
2	Judith		Fri dinner	Sun breakfast
3	Galina		Thurs > Dinner	Sun lunch
3	Daughter		Thurs > Dinner	Sun lunch
4	Sara		Thurs dinner	Sun lunch
4	Tom		Thurs dinner	Sun lunch
5	Bernard		Fri Dinner	Sun lunch
5	Robbie		Fri Dinner	Sun lunch
6	Steven		Fri Dinner	Sun lunch
6	Erin		Fri Dinner	Sun lunch
6	Annika		Fri Dinner	Sun lunch
6	Jillian		Fri Dinner	Sun lunch
7	Gale		Fri dinner	Sun lunch
7	Will		Fri dinner	Sun lunch
7	Heather		Fri dinner	Sun lunch
8	Cindy		Thurs > Dinner	Sun lunch
8	Claudia		Fri dinner	Sun lunch
9	Joe		Thurs dinner	Sun lunch
9	Lynn		Fri dinner	Sun lunch
1 st Floor dorm	Chris		Fri dinner	Sun lunch
1 st Floor dorm	Zach		Fri dinner	Sun lunch
1 st Floor dorm	Sean		Fri dinner	Sun lunch
3 rd Floor dorm	Katie		Fri dinner	Sun lunch
3 rd Floor dorm	Sara		Fri dinner	Sun lunch



Meyers

Lake Tahoe

89

Echo Summit Lodge

North

Echo Summit Lodge
9010 Johnson Pass Road
Twin Bridges, CA 95721

Upper Echo Lake
Lower Echo Lake

Johnson Pass Rd.

Sno Park

Sierra at Tahoe

50

Take the Berkeley Camp/Johnson Pass Rd.
Exit off of Route 50

P4

Directions to Lodge:

On US Hwy 50 going **east** from Placerville toward South Lake Tahoe; as you ascend toward Echo Summit, look for the turnoff to Sierra-at-Tahoe Ski Resort (it has a big sign and is past the Twin Bridges Grade); you need to go 1.8 miles past the Ski-area turnoff where you will see the Echo Lake Berkeley Camp and Sno-Park signs marking a turnoff to the left. (It's close to CalTrans milepost 65.00.) Take the turnoff onto Johnson Pass Road and go 1 mile to the Lodge, 9010 Johnson Pass Road.

On US Hwy 50 going **west** from South Lake Tahoe toward Echo Summit, pay attention for the first "passing lane" about 2 miles after you have left the valley floor; stay in the SLOW lane and exit to the right at the end of that slow lane onto Forest Service Road 1104 -a narrow-paved roadway which switchbacks up to the Lodge. If you miss that road, (or if it is winter and the road is snow-blocked,) proceed over the Summit on US 50 and about 1-mile down-grade (past Little Norway, on your right) then exit and turn off to the right at the Echo Lake/Berkeley Camp/Sno-Park signs onto Johnson Pass Road and go 1 mile back to the Lodge, 9010 Johnson Pass Road, phone.

Coop Meals Letter #1

Greetings,

Hope you had a wonderful holiday season!

Our time together at Echo Lodge is fast approaching. I'm glad you will be part of our lively group! Here is our list so far:

XXXXXX (List of guests, dates of stay, approx. ages of children)

We will have a full lodge with 33 when we are all there: 17 adults, 3 teens/pre-teens, and 13 children. It will be quiet Mon-Wed and busy Thurs-Sun.

For those of you who have not yet attended a Coop Meal event at Echo Lodge, each family will plan a meal. This means planning the menu for the meal, bringing the groceries, and managing the preparation and serving. Folks attending will sign up to help with meal preparation, so you don't have to do it alone. I'll be on hand to provide any guidance and help needed as well.

Sandy and I will cover Thursday evening as most of you will just be arriving. We will also take care of lunches and bring a supply of basic appetizers/snacks. Additional basic pantry supplies such as OJ, half/half, milk, coffee, tea for breakfast are also provided.

Here is what I need from each of you by **Tuesday, January 8th**:

1. When you plan to arrive (i.e., will you be there for dinner on Thursday or arriving after dinner)?
2. Do you have any special dietary needs that we need to consider (e.g., vegetarian)?
3. What meal you would prefer to plan. We will have 5 meals (Fri/Sat Dinner and Fri/Sat/Sun breakfast) and we have 7 families. So I will ask 2 families to be responsible for dessert and soup prep and putting out appetizers on Fri and Sat. Note: I have learned from experience that it is not a good idea for someone who has never been to Echo Lodge before to have the responsibility for planning a meal, so Kumiko, as guest of the Lyons family, will not be expected to plan a meal.

Once I have your replies, I will put together a meal-planning schedule and provide some basic guidelines. I will ask for your menu to ensure that we have variety in meals and share the plans with everyone to coordinate any Costco shopping for economy.

That's all for now but let me know if you have any questions.
We are looking forward to seeing all of you!

Warm Regards,

- Bill and Sandy Smithers

Coop Meals Letter #2

Now that I have heard back from all of you, here are the results of the Coop Meal Planning responsibilities. Special thanks to those who were flexible with the meal chosen!

Mon Dinner-Thurs Breakfast: T o r a n

Thurs Dinner/Dessert: Toran

Friday Breakfast: Henry/Navine - Bob's Special Eggs, Turkey Bacon, Fruit

Friday Dinner: Twitchell - Possibly Ham, Sweet Potatoes

Saturday Breakfast - Lyons - Pancakes, Bacon, Fruit Salad, Scrambled

Saturday Dinner- Smith - Eggs Chicken, Potatoes, String Beans, Salad

Sunday Breakfast: Wagner - Strata, Adels Sausages, Fruit

Many of you have made tentative menu plans indicated above. It is fine if you want to change them after further consideration. However, I would like to have your menu plan by Tuesday, January 15th. I will then republish. The Wagner's are away until 1/20, so I trust that they will simply choose a breakfast meal that is different from the others planned.

We have one vegetarian family - Mom, Dad and 2 small children.

For those of you who are not yet trained hosts at Echo Lodge, here are some general guidelines on meal planning from our Host Training manual.

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

- Provide healthy, balanced (low-fat) meals
- Cost less than per-meal charges (See Current Schedule)
- The budget for experienced Hosts is food cost of 50-70% of food charges. Soup/dessert are included in dinner budget.
- Avoid expensive "processed" pre-packaged/prepared foods
- Recognize guests' preferences, limitations and appetites
- Reuse leftovers for subsequent meals; minimize waste

Shopping can be done near home, en-route (last Costco is now just off Hwy 50 at Folsom, Trader Joe's is another mile north of Costco, last grocery stop eastbound is Pollock Pines Safeway (Sly Park exit)-35 miles to Lodge), and at nearby Meyers and South Lake Tahoe. Hosts/cooks need to prepare a meal-by-meal menu and required-ingredients list; they "count noses" 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. In preparing your shopping list, please give the most consideration to the amounts needed of more expensive foods (e.g., meat, cheese, specialty ingredients). Other items, like most common vegetables, will not break the budget if over- estimated.

Here are the current counts for planning the meals:

Friday Breakfast: 13 adults/teens, 6 children (counts as 16 portions)

Friday Dinner: 17 adults/teens, 11 children (counts as 22.5 portions)

Sat Breakfast: 20 adults/teens, 13 children (counts as 26.5 portions)

Sat Dinner: 18 adults/teens, 13 children (counts as 24.5 portions)

Sun Breakfast: 18 adults/teens, 13 children (counts as 24.5 portions)

An additional family of four adults might join us for Friday dinner. I'll let you know if this change occurs. As always, let me know if you have questions. Warm regards,

-John and Sandy

Coop Meals Letter#3

Hello everyone,

The trip to Echo Lodge is getting close, so this is another message to update you on changes, final menu plans, and new information.

First, here is the final menu plan, number of people and portion servings. The portion servings are less than the total number of people because we have many children under age 12 that (theoretically at least) have smaller appetites. In preparing your shopping list, it is the meal portion servings that should be the guideline to quantity of food to prepare.

Mon Dinner-Thurs Breakfast: Toran/Twitchell

Thurs Dinner/Dessert(13 portions/16 people): Toran - Festive Fall Chili, Cornbread, Cabbage Salad, Green Beans, Chocolate Zucchini Cake

Friday Breakfast (15.5 portions, 19 people): Henry/Navine - Bob's Special Eggs,

Turkey Bacon, Fruit Friday Soup/Dessert (27 portions/34 people): Schechter-

Mushroom Barley Soup & Apple Raspberry Tart Friday Dinner (27 portions/34 people):

Twitchell - Ham, Garlic Mashed Potatoes, Yams, Broccoli, Salad

Saturday Breakfast (27portions/34 people): Lyons - Pancakes, Chicken Sausage, Fruit Salad,

Scrambled Eggs Saturday Soup/Dessert (25 portions/32 people)

Saturday Dinner (25 portions/32 people): Darrah/Robinson - Chicken, Potatoes, String

Beans, Salad Sunday Breakfast (25 portions/ 32 people): Wagner

Lunches: Toran

As I mentioned earlier, we have one family of four that is vegetarian.

I would like to coordinate the purchase of fruit and eggs for economy. I will purchase fruit for breakfasts as well as eggs from Costco, so those preparing breakfast do not need to purchase these items. If breakfast planners have any special requests for fruit, please let me know **by Sunday morning**.

We will also take care of lunches and bring a supply of basic appetizers/snacks for before dinners. I will also bring OJ, half/half, milk, coffee, tea for breakfast and other basic pantry supplies (see inventory on last e-mail- Update #1). Pantry supplies include butter and pancake syrup.

Important: Be sure to **bring all receipts** for food purchased so I can give you credit on your account and keep our Treasurer, happy.

I will be heading up to Echo Lodge on Monday, January 21st, with no access to e-mail. If you need to reach me after Sunday my cell phone is 707-321-1234.

The front door push button combination lock is XXXX.

We are look forward to seeing you and hope you enjoy your stay at Echo Summit Lodge !

Warm Regards,

-Sally Stronheart

Pink 6C

California Alpine Club: Early History

The California Alpine Club was established in 1913 and incorporated in 1936. Since the beginning, the Club has depended on men and women volunteering skills, time, talent and resources for the benefit of all.

CAC owns two lodges-Alpine Lodge on Mt. Tamalpais in Marin County and the Echo Summit Lodge, acquired in 1952, overlooking Lake Tahoe in El Dorado County-that are operated independently and are responsible for their own finances. Each lodge has an elected Board of Trustees who manage the properties and report to the CAC Board of Directors.

Early History

The core members who formed the Club first came together before 1913 as a YMCA hiking group, which evolved into a formal club, and then The California Alpine Club in 1914 with the adoption of the "arrowhead" emblem. Al Pinther, the first elected President, presided over the first Board of eight men and two women. A photograph of the "First Board of Directors" is on the wall in Hertenstein Hall at Alpine Lodge. The object of the original club: "To make excursions into trailed and un-trailed portions of California for the purpose of bringing the people of the cities out in the open, and the full enjoyment of the natural wonders of the State; to aid in every way possible, the preservation of woods, streams, game and natural features of the country".

Most people came from San Francisco or Oakland by ferry to Sausalito; they then took the train to Mill Valley for the hikes on Mt. Tamalpais. There was a "Hikers Retreat" in Mill Valley where lockers could be rented and showers were available. The Mt. Tamalpais Railroad, built in 1896, operated from Mill Valley to the top of Mt. Tam until 1930.

An Outdoor Theater on Mt. Tamalpais

Al and Norma Holroyd Pinther were lifetime supporters of the California Alpine Club, as well as the Mountain Play on Mt. Tamalpais, founded in 1912. Many CAC members took part in the play's productions each year. CAC member William Kent deeded the land that is now the Mountain Theater in 1915, and Art Blake, with help from members of the Tamalpais Conservation Club and other CAC members, spent a summer building the amphitheater. The Mountain Play has grown with the California Alpine Club, and still maintains its connection.

Excursions

The first "High Trip" was to climb Mount Whitney in 1916 and place the hiker's register on top. At least 18 more peaks had been climbed, and CAC members had placed registers there by 1923. The first "Annual Outing" to the Sierra Nevada was in 1919. Thirty-seven hardy members went by train to Porterville, then by truck

to the Tule River, then hiked to the Camp Nelson pack station to join twenty pack animals for two weeks in the Kem Canyon area. When Echo Summit Lodge was purchased in 1952, the Annual Outing was held there.

Seventy-four of 206 Club members served in the military during WWI, 1916-1918, including Alice Casazus, as a telephone operator. A "Sweet Box" committee was established. The girls met once a week at homes on both sides of the Bay, writing letters, and contributing 10-12 boxes of homemade goodies. At Christmas, every boy received a gift (this committee was still active in 1952). During this period, at almost every meeting one or more of the "boys" resigned from a CAC office or committee because of having been called to service. The Club voted to suspend dues when one was leaving for the front.

Finding A Home

By the 1920's membership had grown to 252. The initiation fee was \$2.00 and annual dues were \$2.00. Attendance at Club affairs was very high, from 60 to 100 on most occasions! There are photos of large groups hiking together. The "Camp Craft" show registered more than 600 visitors in 1921. Men helped clear roads and make new trails. Bay Area walks or social events were scheduled nearly every weekend interspersed with longer trips further away. There were even occasional "moonlight" walks and because of this robust social activity the Club was sometimes referred to as the California Alpine Matrimonial Club.

In the early 1920's the members began thinking of finding a permanent home for the Club up on the mountain (Mt. Tamalpais) and held a variety of fund-raising events, parties, dinners and dances. Harry Hertenstein located the stone walled "cabin" that was for sale on Throckmorton Ridge that boasted commanding views of both ocean and bay. Jules Sigrist loaned the additional \$1700 needed to make the purchase. With almost all volunteer help CAC gradually added the women's dormitory, porch, kitchen, septic tank, showers, and purchased the adjoining property for the location of a men's dormitory. In 1952-54 architect Harry Hertenstein designed and helped build the recreation hall at Alpine Lodge. He was also one of the first Trustees of Echo Summit Lodge from 1952-56.

Snow In The Sierras

There were more than 460 members in 1951 when the CAC By-laws were amended (with a lot of opposition) to allow the acquisition of a mountain lodge. The "youth" group of the club, chaired by Hilary Crawford, Jr. raised money and searched for a ski lodge. Gladys Peyser first suggested the scenic area off Highway 50 overlooking Lake Tahoe. Jean Miller, Ken Wiltz, Hilary and others skied in and located a place for sale in 1951. A larger group came in the summer, including Dr. Budd Smith, Gail Lindlow, Verna Steele and Harry West. Some of the "old-time" members also came to inspect the place

and the decision was made to purchase Echo Summit Lodge from Mr. and Mrs. Butler for \$10,000. The Echo Summit Lodge (ESL) consisted of a small grocery store, dining room, kitchen, 9 rooms, and two bathrooms on the second floor, and an unfinished attic, heated by two wood-burning stoves. Pinther loaned \$5000, and along with money that had been already raised, the building was purchased in July 1952. Dr. Budd Smith was the first Echo Lodge Trustee Chairman, holding office for twenty-seven years. Harry Walter West was one of the first five Trustees and served for thirty-five years followed by his daughter, Judy West (the first woman trustee), for fifteen. Ray Sommer served as an ESL Trustee for thirty-one years (1982-2013). Many of the CA Alpine Club men and women who started the club-- Charles and Esther Andresen Blake, Sam and Tense Sullivan Deal, Harry and Alma Schirmer Hertenstein, Al and Norma Harold Pinther, Al and Evelyn Reese Tunzi, Anita Franz West (Harry P. died in 1947), Casper and Anna Zwerlien- were also the ones who supported the younger member's wish to obtain a ski lodge for the Club. As of 2008, there have been 74 Club Presidents, most serving one-year terms. Sixteen Presidents served for two years, and Ray Sommer (1961-63) and Laurence Kornfield (2001-03) served for three. Officers are elected for one year, and trustees for three-year terms. We have located a photo of all California Alpine Club Presidents, except one.

By Verna Steele West
October 31, 2008

Note: A more complete version of the CAC History is on the CAC website:
www.californiaalpineclub.org in the About Us tab.

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 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 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 **Cindy Toran, PO Box 950, Kenwood, CA 95452** or **Venmo: @Echo-SummitLodge** .
- Return the key to Dannee Kenyon in its bubble envelope if you were provided with one.

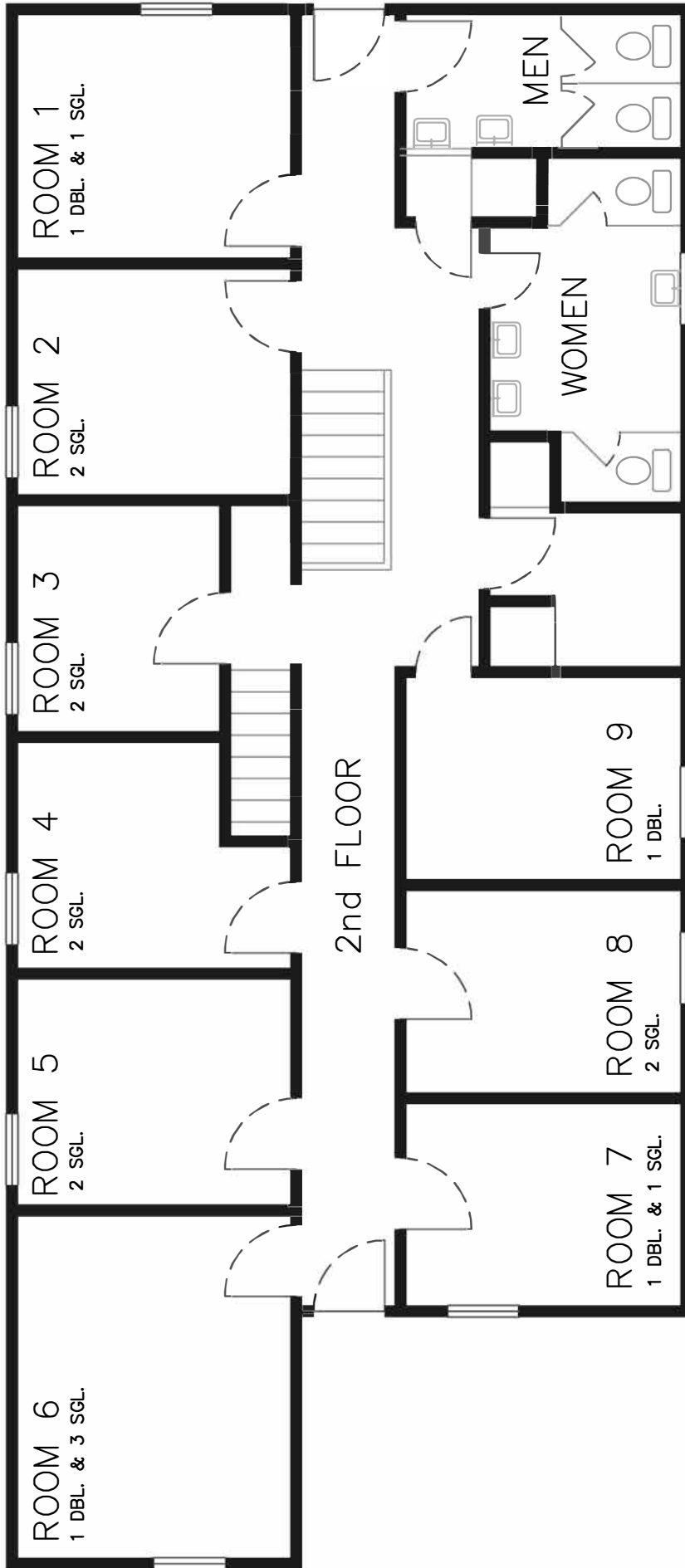
If have any questions please call Nick, Richard or Cindy.

CALIFORNIA ALPINE CLUB, ECHO SUMMIT LODGE

ROOM ASSIGNMENTS

DATE _____

HOST _____



3rd FLOOR DORM
10 SINGLE

1st FLOOR DORM
8 SINGLE

Leave No Trace

Please use the following checklist to help verify the condition of the Lodge.

The current host is: **Dates:**

Previous host : The following host will be: Trails) ph

Doors and Locks. Did the Key work okay? /.../ Did you use/find/replace the "Shed" key? /.../
All doors and windows locked when you arrived? /.../ When you left? /.../

Entry Vestibule. Clear of clutter, vacuumed, and snow toys placed in the basement? /.../

Woodstoves. In good condition – not too much ash? /.../ Did you follow ash-disposal instructions? /.../ **BOTH** Woodboxes re-filled with mix of kindling and larger firewood? /.../ All heat transfer fans turned off (entry vestibule and 2nd floor closet)? /.../

Great Room. Carpet and Stove-floor cleaned and vacuumed (even beneath the couches)? /.../
Windows washed? /.../ Wastebaskets emptied? /.../ Host-desk-area spiffed? /.../
Did you mouse-trap? /.../

Dining Room. Windows, 'Fridge, Coffee-maker and Floor really clean? /.../ Benches stacked? /.../
Cardboard boxes recycled to dumpster /.../ Mouse-trap? /.../

Kitchen. Oven/griddle off? /.../ Floor mopped and spotless? /.../ All Garbage into the dumpster? /.../
Dishwashing areas all clean? /.../ Floor-drain-box beneath prep sink cleaned? /.../
Pots, pans, utensils cleaned and replaced? /.../ Prep counters spotless? /.../ Range degreased and oven-cleaned; even the left-of-griddle grease-catcher? /.../ 'Fridges cleaned and all left overs dumped? /.../
Pantry-stuff date-marked? /.../ Dry boxes cleared of stale/perishable breads, chips, cereals, etc.? /.../
Vestibule floor mopped, uncluttered, washing machine empty and clean? /.../
Cardboard boxes broken down and taken to the dumpster? /.../
Dishtowels/hot-pads/aprons laundered and out-to-dry? /.../
Mouse-traps deactivated in the kitchen and pantry? /.../
Did you call the Following Host about Inventory and paper needs? /.../

Dorms and Romettes. Bedspreads and pillow shams in place and tidy? /.../ Carpet vacuumed, even under the beds? /.../
Windows clean? /.../ Lost-n-found items tagged? /.../
Wastebaskets emptied? /.../ Lightbulbs checked? (bulbs are in Host cabinet) /.../

Vacuum cleaners. Were any broken? /.../ Bags not too full, belts not broken? /.../

Bathrooms. Showers/sinks turned off? /.../ Sinks, showers and toilets cleaned and not leaking (call Trustee*, ASAP if repairs needed) /.../
Floors mopped and spotless? /.../
Shower-curtains and floor mats laundered and replaced /.../
Lightbulbs working? /.../
Floor thermostat turned down to 42? /.../

Dumpster - Serviceable and bear-proof? /.../ **BBQ** – Clean? /.../ Extra Tank Full? /.../

Overall. Did you find and leave Echo Lodge in the "Leave No Trace" manner? /.../ Does anything need repair/service/replacement? (use Remarks or call trustee*) /.../
Did you stop and listen to ensure that toilets/sinks were not on-running or leaking? Fans turned off?

Remarks:.....
... When you get home, be sure to send this check sheet back with your paperwork

*Trustees to call: Bob Henry (707-217-7601) or Nick Gregoratos (415-206-9152)

ECHO SUMMIT LODGE - HOST INVENTORY

COMMUNICATE WITH NEXT HOST TO REPLENISH SUPPLIES

STORAGE AREA:	PANTRY:	FREEZER:
paper towels - 10	sugar: white - 10#	bread - 3
Bi-Fold towels - 6	brown - 3#	juice frozen - 5 large
toilet paper - 20	powdered - 1#	butter - 2#
kleenex	flour - 10#	vegetables
small paper cups	pancake mix - 5#	
hand lotion	commmeal - 1#	
garbage bags - lg.	rice - 10#	WASHING MACHINE:
- med.	baking cups	Tide Pods
Blue recycle bags	syrup (not pure maple) - 3	
waste basket liners	olive oil - 1 qt.	
soft scrub - 3	salad oil - 1/2 gal.	SPICES:
comet - 2	vinegar, red/white	salt
windex	vinegar, cider/balsamic	pepper
ammonia	broth - chicken, etc. - 6	vanilla
liquid hand soap	peanut butter	almond extract
Pinesol (for bears only)	jelly/jam - 2	basil
Propane - Full (for BBQ)	mayonnaise	bay leaves
paper napkins	mustard, dijon/yellow	cinnamon
dish soap - large	catsup	cloves
plastic wrap	molasses	coriander
foil	Pam	cream of tartar
ziplock bags - lg.	cornstarch	cumin
wax paper	baking powder	curry powder
BBQ grease pans	baking soda	dill
vacuum cleaner bags	Hot sauce	dry mustard
clorox - 1 gal.		garlic powder
sponges - sm. & large		ginger
gloves - variety		marjoram
lunch bags - 300	<u>Winter:</u>	nutmeg
sandwich bags - 300	dry beans - 3#	oregano
	dry peas - 2#	parsley
	fruit, can - 4-5	poultry seasoning
	tomato sauce - 6	rosemary
KITCHEN:	tuna, can - 8	sage
mineral oil - griddle	pasta: lasagna - 3#	tarragon
	spaghetti - 3#	thyme
	other - 3#	tumeric
DINING ROOM:		worcestershire sauce
coffee: (NO FINE GRIND)	DRY STORAGE:	
decaf 3#	oatmeal - 1 large	EXTRAS LEFT:
regular 3#	cold cereal - 5 boxes	bread
filters	crackers - 4-5 boxes	cheese
tea: regular - large	walnuts	eggs
herb - 2 sm.	almonds	fruit
hot chocolate	pecans	garlic
marking pen	dry fruit	ice cream
	raisins: 2#	meat
	baking chocolate	onions
BEHIND DESK:	chocolate chips	potatoes
light bulbs - 40 & 60w		
batteries for alarms	<u>Winter:</u>	
flash lights/batt. - 2	dry yeast	
first aid supplies	instant potatoes	SHED:
	powdered milk	gas for snowblower (winter)
	pudding/jello: 4-5	BBQ gas tank full
	soup mixes: 4-5	

Daily Sign-Up List

Please volunteer for at least one different job each day,
two (2) jobs if group is less than 30

Day: _____

<u>Breakfast</u>	<u>Time:</u>	<u>#people for meal:</u>
Start fire in great room & dining room (winter only)		_____
Prepare food (45 minutes early)	1 _____	2 _____ 3 _____
Set tables, make coffee, set out lunch table		1 _____ 2 _____
Clear tables, stack dishes	1 _____	2 _____
Wash & dry dishes (5 helpers minimum)	1 _____	2 _____
	3 _____ 4 _____	5 _____ 6 _____
Wipe tables, put away lunch stuff		_____
Sweep kitchen, dining room & mop spills		_____
Clean stove top, oven & microwave (as needed)		_____
Clear snow from steps/fire escapes/trash bin (winter only, as needed)		_____ _____

<u>Dinner</u>	<u>Time:</u>	<u>#people for meal:</u>
Prepare food (1 hour early)	1 _____	2 _____ 3 _____
Set tables, serve food	1 _____	2 _____
Wash & dry pre-dinner dishes	1 _____	2 _____
Clear tables, stack dishes, wipe tables	1 _____	2 _____
Wash & dry dishes (5 helpers minimum)	1 _____	2 _____
	3 _____ 4 _____	5 _____ 6 _____
Sweep kitchen, dining room & mop spills		_____
Take trash to outdoor bin		_____

END OF STAY CHORE SIGN UP LIST

EVERYONE: Tidy your bedspread and pillow sham. Dust.
Stack firewood in Great Room & Dining Room

Entry Vestibule: Clear of clutter, vacuum, put snow toys away in basement.

Woodstoves: Ash cleaned (if coals are out) and disposed, glass windows cleaned. BOTH wood boxes filled with mix of firewood and kindling. _____

Great Room (2 people): Dust, carpet and stove-floor picked up and vacuumed (move furniture). _____

Windows washed, all wastebaskets emptied/relined, desk area spiffed, vacuum bags emptied if necessary. _____

Vacuum stairs, second floor hall, bedrooms, dorm floors. _____

Kitchen (6-7 people): Wash/dry breakfast dishes and put away.
Refrigerators cleaned and all leftovers dumped. BBQ Cleaned.
Dishwashing area clean, pots and pans cleaned, prep counter cleaned, garbage out.
Kitchen stove degreased and cleaned, including left of griddle grease-catcher.
Floor swept and mopped, drain box under prep sink cleaned.
Dishtowels, aprons, hot pats washed.

Dining Room (2 people): Clean windows, refrigerator, coffee-maker, sweep and mop floor, cardboard boxes to trash bin, stack benches on tables.

Bathrooms (2-3 people): Sinks, showers, and toilets cleaned. Floors mopped, floor mats laundered, shower curtains laundered as needed.

EVERYONE: When you finish your task help others so everyone leaves together!!!

Host: Call in inventory
Hang laundry
Check "Leave-No-Trace"
Lock front door and replace key

Last Day Echo Chores:

<p>Upstairs Dorm</p> <p>Dust, Vacuum, Straighten, Empty Waste Baskets</p> <p><i>All finished? Help someone who isn't.</i></p>	<p>Downstairs Dorm</p> <p>Dust, Vacuum, Straighten, Empty Waste Baskets, Clean Bathroom</p> <p><i>All finished? Help someone who isn't.</i></p>	<p>2nd Floor Rooms and Hall</p> <p>Dust, Vacuum, Straighten, Empty Waste Baskets</p> <p><i>All finished? Help someone who isn't.</i></p>	<p>Women's Baths</p> <p>Clean Toilets, Sinks Showers, Mop Floors, Empty Waste Basket</p> <p><i>All finished? Help someone who isn't.</i></p>	<p>Men's Baths</p> <p>Clean Toilets, Sinks Showers, Mop Floors, Empty Waste Basket</p> <p><i>All finished? Help someone who isn't.</i></p>
<p>Living Room</p> <p>Dust, Vacuum, Straighten, Spot Carpet (Clean w/ Folex), Clean Host Desk Area, Empty Waste Basket, Clean Cob Webs</p> <p><i>All finished? Help someone who isn't.</i></p>	<p>Dining Room</p> <p>Wipe Tables, Clean out Guest Fridge, Mop Floors, Empty Waste Basket, Clean Coffee Pot</p> <p><i>All finished? Help someone who isn't.</i></p>	<p>Kitchen</p> <p>Clean Fridges, Stove, Counters & BBQ grill, Mop Floors, Clean out Trap under Island Sink, Garbage to Dumpster</p> <p><i>All finished? Help someone who isn't.</i></p>	<p>Hall & Cook's Bath</p> <p>Clean Toilets, Sinks, Mirror, Mop Floors, Empty Waste Basket</p> <p><i>All finished? Help someone who isn't.</i></p>	<p>Misc.</p> <p>Wash Windows, Wash and Hang Laundry, Stack Wood, Clean Fireplaces</p> <p><i>All finished? Help someone who isn't.</i></p>

California Alpine Club Incident Report

Date:

Prepared by:

Name(s), phone numbers, signatures, and affiliation of people involved:

Location:

Reported to whom:

Description of incident:

Other comments:

Incident Notification:

Contact an Echo Lodge Trustee if any of the following apply. (The Trustee will notify the Forest Supervisor through the special uses permit administrator as soon as practicable after any of the following occurs within Echo Summit Lodge:)

1. Any incident resulting in death, permanent disability, or personal injuries that are life-threatening or that are likely to cause permanent disability.
2. Any failure of a structural, mechanical, electrical component and its primary connection, or any operator error, which results in a situation that could affect public safety, or which could result in unsafe working conditions which requires reporting to State authorities.
3. A search and rescue operation to locate a person.
4. Any incident that had or has high potential for serious personal injury, significant property damage, or significant environmental or other natural resource damage, including but not limited to avalanches, landslides, flooding, fire, structural failures, or release of hazardous substances.

The special uses permit administrator shall be contacted. If unavailable, the Forest Service main office number should be contacted at (530) 543-2600. When contacting the special uses permit administrator, information regarding *when, where, and how the incident occurred must be specified as well as who was present at the event and who was affected by the event.* During off-hours and weekends, the Forest Service Dispatch located in Camino, California, should be contacted at (530) 642-5170. This is a community dispatch office. Therefore, when calling this number it is necessary to specify that the call is being made for an incident on the Lake Tahoe Basin Management Unit.

CALIFORNIA ALPINE CLUB

Sign-in Sheet and Acknowledgement of Outing Member Responsibility, Express Assumption of Risk, and Release of Liability

Assumption of Risk and Release of Liability. Certain risks are inherent in any California Alpine Club (CAC) activity. Each CAC guest, or non-member participant agrees to accept personal responsibility for his or her safety, and the safety of minors accompanying such persons. Each participant agrees to hold harmless and free of blame the hike or activity leader and the CAC, its officers and members for any accident, injury, or illness which might be sustained from participating in hikes or other CAC activities. Hiking and other activities in any California Alpine Club (CAC) event may include strenuous physical activity and may involve certain risks including falling, insect borne illnesses, animal attacks, automobile accidents and getting lost. Injuries resulting from participating in this activity may include insect and animal bites, strains, sprains, broken bones, dehydration, hypothermia and death. I will and do hereby assume the above-mentioned risks and will hold harmless the California Alpine Club, officers, directors, members and the Hike or Activity Leaders from any and all liability and claims of every kind and nature whatsoever, which may arise from or in connection with my participation in these activities. I certify that I am in good health and physically fit and do not have medical conditions that would prevent me from participating in this activity. If you have any medical concerns, you should seek advice from your medical doctor before participating. This release is binding on me, my heirs, and my personal representative.

I DO HEREBY CERTIFY BY MY SIGNATURE THAT I HAVE READ, DO UNDERSTAND AND DO AGREE TO THE ABOVE - MENTIONED TERMS.

Activity Name: _____ Location: _____	Leader Name: _____ Day and Date: _____
-------------------------------------------------------	---------------------------------------------------------

	Participant Name Printed	Participant Signature	Emergency Phone	CAC Member (Y/N)
1				
2				
•				
•				
•				
•				
7				
•				
•				
10				
11				
12				
13				
•				
•				
17				
•				
10				
20				

Rev. 2: 10-08-17

CALIFORNIA ALPINE CLUB

Liability Waiver Procedure

The California Alpine Club (CAC) requires that a "Liability Waiver"¹ be read and signed by all participants in club sponsored outings. This is basically all organized activities outside of Alpine Lodge and Echo Summit Lodge. This includes scheduled hikes, outings organized by the Outings Committee, and work parties at the lodges. Social activities inside of the lodges are not usually included.

LIABILITY WAIVER

These are required documents normally used by organizations when there is an activity with a potential for injury, accident or illness. The participant is agreeing to be responsible for their personal participation, and hold the club, club officers, directors, members and outing leaders harmless from any liability and claims which might arise from the activity. The Liability Waiver Form has a detailed description of the assumption of risk and release of liability.

ACTIVITY **SIGN-IN** SHEET

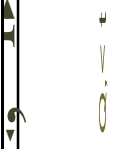
The sign-in sheet is included in this procedure, and is available from the Outings Committee, Hike Leader coordinators and from Lodge Trustees. The forms are also available on the club web site and in the Lodges. The activity leader is responsible for having the form before the activity begins. The leader should fill-in the activity name, the leader's name, the location, and the day and date just below the text. The leader will also be the first to sign in with their printed name, signature, emergency phone number, and member status (yes or no). This should all be done beforehand. Before beginning the leader must have each activity participant read the agreement and fill out the next line. The line count will provide the number participating, and a head-count should be taken to confirm. Anyone who does not sign in must be excluded from the activity.

RETENTION OF SIGN-IN SHEETS

Activity leaders should give the original sign-in sheet to the person(s) who coordinate these activities. This includes the Hike Leader Coordinator, the Outings Committee Chairperson, and the Lead Trustee at Alpine Lodge and at Echo Summit Lodge. This can expand if needed for other activities. The record retention time will be for three years.

Feb 18, 2017

Please use this form to let Echo Trustees know when bears are observed, no matter how minor or major the occurrence may be.

Bear Incident Observation Form			
Location: Echo Summit Lodge	Time:	Date of Incident/Observation:	
Reporting Host Name:			
Bear Description			
Color (circle one):	Black	Dark Brown	Blonde
Age (circle one):	Cub (less than 50 lbs)	Yearling (50-80 lbs)	Subadult (80-120 lbs)
Ear Tag:	N y	If Y, color & no.:	Adult (> 120 lbs)
Distinguishing Marks:		R	L
TAKE A PHOTOGRAPH IF SAFE PLEASE!			
Description of Incident/Observation:			
was nearby refuse/food stored property in locked bear-resistant containers? why or why not?			
Property Damage (equipment, food and cost estimate):			
Affected party contact information for reports that involve property damage or contact with a human:			
Name:		Phone number:	
Email:			
Deliver form at end-of-Stay to Echo Lodge Treasurer.			
			

CHARGE SHEET INSTRUCTIONS

To help account for Lodge revenues and expenses, pay our taxes and record Associate Member enrollments, Trustees have prepared a "combined" charge sheet which Hosts will use for folks who stay at the lodge and pay their own way.

The Charge Sheet Form is to be used by the Host for every person who pays the normal daily charges for room, RV-space and meals **AND** for those special guests who also pay Associate Membership dues. It's a bit crowded and requires some attention, so consider the following additional instructions:

A copy blank of this form should be started at the time anyone "registers" for a **hosted session** (not a Private Event Rental or Spontaneous Rental*); it must be finished when they are "checking out" before leaving.

The top line is for the Host to write-in the names of the person (s) responsible for payment.

If this sheet is for a **regular Member** (not for a new Associate Member), the *in-italics* section will be blank or have "N/A" written across it; **skip down** to the non-italic sections.

The *in-italics* section provides for enrollment of non-members as by-the-day Associate Members. (See By-law quote at the bottom of this page.) This helps preserve the Club's non-profit tax status and encourages growth of Club membership. Associate Membership should be offered to almost every non-member who is accommodated at Echo Summit Lodge. Exceptions are:

- 1) dependent children of non-members who enroll,
- 2) families or friends whose room and meals (or "drop-in-for-dinner") charges are fully paid (no reimbursement) by a Club member.

Once enrolled, Associate Members and their children are accommodated at the Lodge via our standard room-and-board charge program.

The first spaces are for signatures of the Members who are sponsoring the Associate - these folks could be the Host, other Members or whoever invited the non-members to the session -- then enter the begin/end dates, the number of days and the dues-amount; finally, the enrolling Associate and responsible Host should sign in the last two blanks. (The dues-amount must be paid to the Host as "part of the bill".)

The rest (**non-italic**) of the sheet is our charge-sheet for lodging, meals, and tax: there is a line for anyone who might be a non-member guest of a Member or Associate (such as someone who wouldn't **ever** become a regular member); then spaces for a count of the party-members, their accommodations and dates-of-stay.

The first table provides for you to tally, sum and sub-total the lodging charges; then there's a place to calculate the County tax.

The second table is to tally and figure the meals charges. Remember that we don't allow credits for "skipped" meals.

The "**Add Up**" line recaps the previous items and leads to the **TOTAL** space, then you enter the deposit made when you first booked the reservation; next you can record anything the member purchased on your behalf (be sure to get the receipts for your accounting) - this is a "deduct" from **TOTAL**.

The last spaces are to write the final "**Amount Due**" and any donations.

The Host will need copies of each of these forms to make up the final Summary Report.

*If you are a Private or Spontaneous Renter with non-Member guests, you should use the Associate Member enrollment form- copies are kept in a box in one of the desk-drawers.

**ECHO SUMMIT LODGE – CHARGE SHEET: ROOM AND MEAL CHARGES
and ASSOCIATE MEMBER ENROLLMENT (see instructions in box)**

Name(s)..... [names of individual(s)/family covered by this sheet]

the following in-italics section is only for Associate Member Enrollments ***

This Associate Membership is sponsored by: /S/.....and /S/.....(signatures of two sponsoring members) for a period beginning(enter the first date of the event or activity). Associate Members agree to support and further the purposes of the Club as provided in the by-laws and understand that this membership expires(enter the final date of attendance). This event covers.....(enter the number of nights of occupancy) days. The daily dues rate is \$10 per day per adult, \$20 per day for a couple (dependent children don't pay dues, but they are charged for beds and meals, see below); therefore the amount of dues paid for this membership period is \$.....(multiply the daily-dues-days times the daily rate). This form may be used as a coupon, good for one year, which can be redeemed as partial payment of regular Club membership entry fee, \$20 for single and \$30 for joint membership. Multiple coupons, up to - but not exceeding - the full amount of the one-time entry fee may be submitted.
Agreed by:(signature of Associate Enrollee)
Approved by: /s/.....(signature of event-host to whom dues were paid)

everybody uses the rest of this form ***

Non-Member Guest's Names (if any):
 Number of Members: plus Non-members: = total on this "account":
 Room # and/or the 1st Floor or....3rd Floor....Dorm are covered on this "account".
 Accommodation dates: from through

Night of stay:	1	2	3	4	5	6	7	Total	rate	Amount
Dorm-beds									\$ 10.00	
Room-beds									\$ 15.00	
Rec. vehicle									\$ 10.00	

Room Subtotal: \$.....
 compute 14% **tax:** \$.....

Day of Meal	1	2	3	4	5	6	7	Total	rate	Amount
Breakfasts									\$ 8.00	
Lunches									\$ 7.00	
Dinners									\$15.00	

Meals Subtotal: \$.....

Add up: Associate Member Dues: \$.....(if any) + **Room:** \$.....+ **tax:** \$..... + **Meals:** \$..... = **TOTAL CHARGES:** \$.....
 minus reservation **deposit** or **"for-the Host" expenditures** : (\$.....)
FINAL Balance due \$.....
 Donations (if any): \$

Notes: 1) Room and Meals rates for children ages 4 through 11 are half the adult rate, under age 4 are free.
 2) Room charges are based on nights of occupancy, the tax is paid to El Dorado County.

.....
 [This form is to be used solely for California Alpine Club Members, including Associate Members and Hosts who pay-the-way for other guests (i.e., are NOT reimbursed for charges by their Guests.) Charges for non-members, if any, must be entered on the inviting club-member's account, not on a charge-sheet for the non-member. See Instruction sheet.]

[Host retains a copy for session accounting and return to Cindy Toran]

**ECHO SUMMIT LODGE: ROOM AND MEAL CHARGES
and ASSOCIATE MEMBER ENROLLMENT (see instructions in box)**

Name(s) **JOHN & MARILYN GOLD MEMBER**[names of individual(s)/family covered by this sheet]

the following in-italics section is only for Associate Member Enrollments ***
*This Associate Membership is sponsored by: /S/.. **Not Applicable**.....and /S/..... (signatures of two sponsoring members)for a period beginning*
..... (enter the first date of the event or activity). Associate Members agree to support and further the purposes of the Club as provided in the by-laws and understand that this membership expires
..... (enter the final date of attendance). This event covers..... (enter the number of days of occupancy) days. The daily dues rate is \$10 per day per adult, 20 per day for a couple (dependant children don't pay dues, but they are charged for beds and meals, see below); therefore the amount of dues paid for this membership period is \$.....(multiply the daily-dues-days times the daily rate). This form may be used as a coupon, good for one year, which can be redeemed as partial payment of regular Club membership entry fee. Multiple coupons, up to -- but not exceeding -- the full amount of the one-time entry fee may be submitted. Agreed by:
Approved by: /s/..... (signature of event-host to whom dues were paid)

everybody uses the rest of this form ***

Non-Member Guest's Names (if any):**AUNT ST LOUIS**.....
 Number of Members: ...**2** plus Non-members: . . . **1**..... = total on this "account":... **3**
 Room # ...**7**..... and/or the Mens'...or....Women's....Dorm are covered on this "account".
 Accommodation dates: from ...**JUNE 3**..... through ...**JUNE 6, 2022**.....

TH FR SAT SUN

Night of stay:	1	2	3	4	5	6	7	cum.	rate	Amount
Dorm-beds									\$ 10.00	
Room-beds	3	3	3					9	\$ 15.00	\$135.00
Rec. vehicle									\$ 10.00	

Room Subtotal: \$..... 135.00.....
 compute 14% tax: \$.....**18.90**.....

Day of Meal	1	2	3	4	5	6	7	cum	rate	Amount
Breakfasts		3	3	3				9	\$8.00	72.00
Lunches		3	3	3				9	\$7.00	63.00
Dinners	3	3	3					9	\$15.00	135.00

Meals Subtotal: \$.....270.00.....

Add up: Associate Member Dues: \$...**0**...(if any) + **Room: \$135.00**.....+ **tax: \$18.90**.. + **Meals: \$270.00** =
TOTAL CHARGES: \$.....423.90.....
 minus reservation deposit **135.00** or "for-the Host" expenditures**0**..... : (\$.....**135.00**...)
FINAL Balance due \$.....288.90...
 Donations (if any): \$

Notes: 1) Room and Meals rates for children ages 4 through 11 are half the adult rate, under age 4 are free.
 2) Room charges are based on nights of occupancy, the tax is paid to El Dorado County.

[This form is to be used solely for California Alpine Club Members, including Associate Members and Hosts who pay-the-way for other guests. Charges for non-members, if any, must be entered on the inviting club-member's account, not on a charge-sheet for the non-member. See Instruction sheet.]

**ECHO SUMMIT LODGE: ROOM AND MEAL CHARGES
and ASSOCIATE MEMBER ENROLLMENT (see instructions in box)**

Name(s) **JOE & SALLY PROSPECTIVE AND 2 KIDS (age 10 and 12)** {names of individual(s)/family covered by this sheet}

the following in-italics section is only for Associate Member Enrollments ***
*This Associate Membership is sponsored by: /S/.. **JOHN INVITER**..... and /S/.....**HENRY HOST**.....(signatures of two sponsoring members)for a period beginning ...**JUNE 5, 2022**.....(enter the first date of the event or activity). Associate Members agree to support and further the purposes of the Club as provided in the by-laws and understand that this membership expires **JUNE 8, 2022**.....(enter the final date of attendance). This event covers ...**3**.....(enter the number of days of occupancy) days. The daily dues rate is \$10 per day per adult, \$20 per day for a couple (dependant children don't pay dues, but they are charged for beds and meals, see below); therefore the amount of dues paid for this membership period is \$...**60**.....(multiply the daily-dues-days times the daily rate). This form may be used as a coupon, good for one year, which can be redeemed as partial payment of regular Club membership entry fee. Multiple coupons, up to -- but not exceeding -- the full amount of the one-time entry fee may be submitted. Agreed by: ... **JOE & SALLY PROSPECTIVE**..... (signature of Associate Enrollee) Approved by: /s/ **HENRY HOST** (signature of event-host to whom dues were paid*

everybody uses the rest of this form ***

Non-Member Guest's Names (if any):
 Number of Members: ...**3.5** plus Non-members: ... **0**..... = total on this "account": .. **3.5**
 Room # ...**6**..... and/or the Mens'...or....Women's....Dorm are covered on this "account".
 Accommodation dates: from ...**JUNE 5**..... through ...**JUNE 8, 2022**.....

TH FR SAT SUN

Night of stay:	1	2	3	4	5	6	7	cum.	rate	Amount
Dorm-beds									\$ 10.00	
Room-beds	3.5	3.5	3.5					10.5	\$ 15.00	\$157.50
Rec. vehicle									\$ 10.00	

Room Subtotal: \$..... **157.50**.....
 compute 14% **tax:** \$.....**22.05**.....

Day of Meal	1	2	3	4	5	6	7	cum	rate	Amount
Breakfasts		3.5	3.5	3.5				10.5	\$ 8.00	84.00
Lunches		3.5	3.5	3.5				10.5	\$ 7.00	73.50
Dinners		3.5	3.5					7	\$15.00	105.00

Meals Subtotal: \$.....**262.50**.....

Add up: Associate Member Dues: \$ **60**...(if any) + **Room:** \$.**157.50**..+ **tax:** \$.**22.05**... + **Meals:** **262.50** =
TOTAL CHARGES: \$.....**502.05**.....
 minus reservation **deposit 160.00** or "for-the Host" expenditures**0**..... : (\$.....**160.00**...)
FINAL Balance due \$.....**342.05**...
 Donations (if any): \$

Notes: 1) Room and Meals rates for children ages 4 through 11 are half the adult rate, under age 4 are free.
 2) Room charges are based on nights of occupancy, the tax is paid to El Dorado County

~~~~~  
 [This form is to be used solely for California Alpine Club Members, including Associate Members and Hosts who pay-the-way for other guests. Charges for non-members, if any, must be entered on the inviting club-member's account, not on a charge-sheet for the non-member. See Instruction sheet.]

## Hosting Summary Sheet Instructions.

This sheet is filled-out using paperwork and receipts from the session.

Collect the following:

- 1) pre-session notes of any **forfeited** reservation-deposits (this money goes to the lodge)
- 2) **copies of the Charge Sheet** for each party that is paying for its stay (include one filled-out by the host for any invitees that the Host is paying-for), and
- 3) **receipts for all purchases**, segregated /"tagged" into four categories: a) session's food, b) any non-food items (repair parts, mousetraps, batteries, ..), c) pantry/staples replenishment, and d) housekeeping-supply replenishment. Make up symbols and notes to divvy-up receipts into the four categories.

Start the Form. First enter Host's and assistants' names and dates of the session.

Go to your pre-session notes to identify any deposits which were forfeited.

Next, refer to your completed Charge Sheets and sum the different amounts into these spaces; this section ends with the sum of all money collected.

The third section is for your costs: use your Costco, Trader Joes, Safeway, Raleys, Smart-and-Final and other receipts as the starting points (be sure to back-out any "personal" items or "off-the-book" wine/beer purchases\*); divide/annotate the items (you could use symbols such as "f", "o", "p" and "h") into the four categories:

- 1) food you served for your meals("f"),
- 2) other items (not food or housekeeping supplies)("Q") you bought during your session,
- 3) food-staples, spices, condiments, etc. which you added to the pantry("n"), and
- 4) cleaning/paper-goods/lightbulbs, etc. you purchased for "housekeeping" ("h") during and after your session. (This is not a sacred duty - it just helps us track your various expenses.) Sum each category from all your receipts for the spaces in this section; the final sum is the amount of moneys you have paid out for your session.

Do the subtraction of the second-section **\$s collected** minus the third-section **\$s paid-out** to get your **\$s net proceeds**.

Use the comment lines for your remarks.

Be sure to read the final line - Alpine Club **is** its members and their volunteering spirit.

\* Echo Lodge Trustees have recognized that wine/beer/liquor have a place in the mix of hospitality and dining that Hosts provide at the Lodge. **BUT**, it is not reasonable for Hosts to become "bar-tenders" or sommeliers to the many preferences and whims of our guests. Nor is it right to expect non-drinkers, the efforts of other Hosts or the Lodge to help pay for alcohol consumption. Thus, Hosts must not count alcoholic beverages into the revenues and expenses of their session. (Make it BYOB and/or establish a "wine co-op" to voluntarily manage buying/serving jobs. Keep booze off the books.)

**HOSTING SUMMARY SHEET**

Hosts: .....  
Assistants (If any): .....  
From ..... (start-date) until .....(end-date).

Enclosed are copies of the Charge Sheet Forms for everybody (except Hosts and Co-Hosts) who occupied the lodge. We used our pre-session records and those forms to prepare the following summary:

**We collected:**

\$..... Forfeited deposits because of cancellations, plus  
\$..... Associate Member daily dues, plus  
\$..... Lodging (dorm- and room-beds and Recreation Vehicles); plus  
\$..... Motel tax; plus  
\$..... Meals; plus  
\$..... for .....; plus  
\$..... Donations. Our Subtotal =

\$..... **Total collected.**

**We paid out (and enclose receipts):**

\$..... Food for our meals;  
\$..... Non-food other items such as .....;  
\$..... Food/pantry replenishment; and  
\$..... Housekeeping replenishment. Our Subtotal =

\$..... **Total paid-out.**

Using:

\$..... **collected**; minus \$..... **paid-out**; we made  
\$..... **net proceeds.**

Comments: .....  
.....

A check made out to **ECHO SUMMIT LODGE** or Venmo Payment for the **net proceeds** must be mailed to Cindy Toran, PO Box 950, Kenwood, CA 95452 or Venmo @Echo-SummitLodge with **this sheet ( )**, your **receipts ( )**, **copies of charge-sheets ( )** and a **filled-out "Leave No Trace" Check Sheet ( )**. Cindy pays our bills promptly and needs your payment and the other papers promptly (no later than 2 weeks after your session).

**THANK YOU VERY MUCH FOR YOUR DEDICATION TO THE LODGE.**



## Echo Summit Lodge Accommodation Agreement

Date: .....(of sending Agreement to member)

California Alpine Club, through its Echo Summit Lodge Trustees, hereby provides usage of the Lodge to .....(name of member) for the period: .....(dates of rental) pursuant to the following terms:

- 1) Amount of daily charge (noon-to-noon) for up to and including 12 occupants Friday to Sunday is minimum \$300 and for Monday to Thursday is \$240;
- 2) Additional daily charge (noon-to-noon) for each occupant over age 3 beyond 12 is \$25 Friday to Sunday and Monday to Thursday is \$20; (these usage amounts are subject to and do not include "motel tax" paid to El Dorado County)
- 3) Security deposit (to assure timely settle-up and receipt of end-of-accommodation letter) is \$100;
- 4) Member will require adult non-members to enroll as Associate Members for duration of stay;
- 5) Member will maintain the Lodge as set forth in our "Leave No Trace" checklist;
- 6) Within two weeks of end-of-use, member agrees to submit all Associate Member enrollment documents and a completed, signed "End-of-Accommodation and Refund" letter (using forms provided by the Trustees);
- 7) Member will not obtain payment in excess of the usage charges and costs of food and supplies consumed during the rental.
- 8) The daily portion of the pre-usage check will be forfeited in event of cancellation, except as excused by severe weather or death in the family.

This agreement is secured with a deposit check made out to **Echo Summit Lodge** for:

Estimated rental amount:

Fri-Sun: # days \_\_\_ @ \$300 minimum plus \_\_\_ # occupants > 12 @ \$25 = \$ \_\_\_\_\_  
 Mon-Thurs: # days \_\_\_ @ \$240 minimum plus \_\_\_ # occupants > 12 @ \$20 = \$ \_\_\_\_\_  
 Total estimated charge = \$ \_\_\_\_\_

Minimum 50% deposit = \$ \_\_\_\_\_  
 plus security deposit; \$ 100.00

**adds up to: check to Echo Summit Lodge.** \$ \_\_\_\_\_

/s/ .....member .....date

/s/.....,Trustee .....date

Procedure. Call Scheduling Trustee, verbally agree to dates, terms and follow-through steps; Trustee sends Agreement form to Member. Member completes, signs the form, then returns it to Treasurer along with a check to **Echo Summit Lodge** for the total estimated deposit plus \$100. Member should make a copy of completed Agreement before mailing. Treasurer notifies Scheduling Trustee of payment. A brief notice of the event will be published the Echo Lodge Schedule in Trails. After event, an End-of-Accommodation declaration will be completed and submitted to Trustee to settle up final cost of event.



**California Alpine Club Associate Membership  
Enrollment and Coupon**

California Alpine Club is pleased to extend Associate Membership to:

.....  
.....[name, address and phone number of individual(s)]

as sponsored by:

/S/.....and

/S/.....(signatures of two sponsoring members)

for a period beginning .....(enter the first date of the event or activity).

Associate Members agree to support and further the purposes of the Club as provided in the by-laws and

understand that this membership expires ..... (enter the final date of attendance).

This event covers ..... (enter the number of days of occupancy) days.

The daily dues rate is \$10 per day per adult, and \$20 per day for a couple (dependent children are free); thus the amount of dues paid for this membership period is \$ .....(multiply the daily-dues-days times the daily rate, pay the dues to Host so that they may be remitted to the Club).

This form is a coupon, good for one year, that can be used as partial payment of the regular Club membership entry fee, \$20 for single and \$30 for joint membership. Multiple coupons, up to, (but not exceeding) the full amount of the one-time entry fee may be submitted.

Agreed by: /s/ ..... (signature of enrollee(s))

Approved by: /s/..... (signature of event-host to whom dues were paid)

**<<<< Provide one copy to the Associate Member and return a copy to a Trustee >>>>**

## **Instructions to all Hosts -- Associate Membership Enrollment**

Explanation: To stay within IRS regulations for tax-exempt social clubs, California Alpine Club needs to limit its income from non-members who use Club-owned facilities. One way to do this and to encourage new membership, carry out Club purposes and achieve the Goals for Echo Summit Lodge, is to provide for event-based memberships. Club by-laws were revised in January of 2003 to let us begin to accomplish these objectives (see excerpt in quotes, below). Echo policy was changed to rescind the long-standing "guest fee" charges and instead require that every non-member who is accommodated at Echo (with certain exceptions) enroll as Associate Members. We are learning as we go on this and strive to be fair and consistent. Please advise a Trustee of any questions or problems with this process.

Applicability. Associate Membership should be offered to almost every non-member who is accommodated at Echo Summit Lodge. Exceptions are:

- 1) dependent children of non-members who enroll,
- 2) families or friends whose room and meals (or "drop-in-for-dinner") charges are fully paid (no reimbursement) by a Club member.

Once enrolled, Associate Members and their children are accommodated at the Lodge via our standard room-and-board charge program (no "guest fees").

The form follows the intent of the by-laws change. Each entry-blank is explained in fine print.

The new Associate Member(s) should be reminded to save a copy as a "Coupon" for use within one year as part of regular membership enrollment fee.

**By-law quote: Section 2- 2.6 Associate:** Associate Membership is open to any adult who is interested in becoming a member of CAC and wishes to sample Club activities and events. It is available to a prospective member for one year from the date of the first activity or event. Associate members may participate in up to three separate Club events or activities during the year. Associate members shall have the right to fully participate in such Club events and activities but shall have no other rights. Daily membership dues for such events are payable and may be applied toward the Entrance Fee should an Associate member choose within one year from date of the first participation in such events or activities to apply for Regular or Joint Membership. Associate Membership may not be renewed.



## Echo Summit Lodge End-of-Accommodation and Refund Process

Dear Member,

After you have completed your private event, please use this form letter to conclude your part of the agreement and request refund of moneys owed to you or to calculate additional money owed to the Club.

Echo Summit Lodge is a facility owned by California Alpine Club. To preserve its tax-exempt status, the club must minimize income from non-members and record facility-use income. Echo Trustees have adopted procedures and this form to help the club obtain the appropriate facts.

All of the blanks should have an entry (or "N/A" to signify that the requested information is not applicable to the subject rental). You have agreed to submit this declaration within 2 weeks after end-of-rental.

.....(name of host-member) hereby declares the following concerning usage of Echo Summit Lodge:

- 1) From.....to .....(dates of rental);
- 2) There were: ..... Regular Members, .....Associate Member-enrollees, and ..... dependent children for a total of ..... people using the Lodge.
- 3) The balance due (or refund) is calculated as follows:
 

|                                             |                                        |                                                                                                       |
|---------------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------|
| Fri to Sun: # occupant-days _____           | @ \$25 per day OR Minimum \$300/day    | = \$ _____                                                                                            |
| Mon to Thurs: # occupant-days _____         | @ \$20 per day OR Minimum \$240/day    | = \$ _____                                                                                            |
| El Dorado County Motel Tax @ 14% of Lodging |                                        | = \$ _____                                                                                            |
|                                             | Associate Member Dues                  | = \$ _____                                                                                            |
|                                             | Subtotal: Lodging, Tax & Dues          | = \$ <span style="border: 1px solid black; display: inline-block; width: 60px; height: 15px;"></span> |
|                                             | Less Amount Paid in Advance            | = \$ _____                                                                                            |
|                                             | Less Amt Paid for Inventory Items      | = \$ _____                                                                                            |
|                                             | <b>Balance Due (or &lt;Refund&gt;)</b> | = \$ <span style="border: 2px solid black; display: inline-block; width: 60px; height: 15px;"></span> |
- 4) Submitted with this declaration are .....copies of Associate Member enrollments for the following enrollees:.....  
 .....(names, if any)
- 5) Those attending ....did or ....did not reimburse me \$..... to defray a portion of the **usage charge** for the period-of-accommodation.
- 6) I did not obtain payment in excess of the rental charges and costs of food and supplies consumed during this time period.

I hereby request refund \$..... OR: I enclose a check payable to **Echo Summit Lodge** for Associate Member dues collected plus usage balance due that exceeds my deposit: \$ \_\_\_\_\_

.....(signature of member)

Notes: .....

>>>>> (make a copy of this completed form before mailing to Trustee) <<<<<

## Echo Summit Lodge Spontaneous Accommodation Form

Dear Member,

We are glad you were able to rent the lodge on short notice.

To facilitate bookkeeping, please complete the following and send with a check payable to **Echo Summit Lodge** to Echo Treasurer **Cindy Toran, PO Box 950, Kenwood, CA 95452** or **Venmo @Echo-SummitLodge**. If desired, make a photocopy for yourself.

All of the blanks should have an entry (or "N/A" to signify not applicable).  
Submit this declaration within one week after the end of usage.

.....(name of host-member) hereby  
declares the following concerning rental of Echo Summit Lodge:

1) From.....to .....(dates of use);

2) There were: .....Regular Members, ..... Associate Member-enrollees, and .....  
dependent children for a total of ..... people using the Lodge.

3) The rental charge is owed, calculated as follows (Minimum daily rental excluding Associate  
Member Dues=\$50 per day):

Friday to Sunday: .....# occupants @ \$25 per day OR Minimum = \$ \_\_\_\_\_

Monday to Thursday: .....# occupants @ \$20 per day OR Minimum = \$ \_\_\_\_\_

El Dorado County Motel Tax @ 14% of Lodging = \$ \_\_\_\_\_

Associate Member dues: .....# adults @ \$10 per day = \$ \_\_\_\_\_

Total check payable to **Echo Summit Lodge** = \$ \_\_\_\_\_

4) Submitted with this declaration are .....copies of Associate Member enrollments for the  
following enrollees:.....

.....(names, if any).

5) I did not obtain payment in excess of the usage charges and costs of food and supplies consumed  
during this time period.

.....(signature of member)

Date: \_\_\_\_\_

Notes:

.....  
.....

## FLOOR MAINTENANCE GUIDE

### CARPETS

Carpets at ESL other than the entryway are all wool. The great room, both stairs and 2<sup>nd</sup> floor hallway carpets were new in November 2017 (\$15K). To protect our investment, please be conscientious about care.

1. Encourage guests to remove wet and/or dirty boots before entering the great room.
2. Loose threads should be cut with scissors; never pull as it will unravel.
3. Proper vacuuming is essential. We purchased 3 expensive Sebo vacuum cleaners specifically to protect the carpets. Manuals are located in the red binders in the closet behind the desk. However, here are the key points to remember:
  - a. Pull power cord out at least 25 feet before use.
  - b. Hold plug while rewinding cord wheel. Hold rewind button down until fully rewind.
  - c. Replace dust bag often. Do not overfill.
  - d. Keep brush height adjustment at #3 for carpets. The brush should barely touch the carpet.
  - e. Red brush warning light means brush is blocked. Turn off, disconnect cord, and clear blockage.
  - f. Clean brush roller regularly (see page 7 of Power Heads manual for instructions).
4. For accidents and spills, these are cleaning agents:
  - a. Cold Water
  - b. Detergent solution: 1 tsp. of clear dishwashing liquid with a cup of warm water. Rinse well with clear water.
  - c. Ammonia Solution: Mix 1 Tbs. clear ammonia with  $\frac{1}{2}$  cup of water. Neutralize with Vinegar Solution.
  - d. Vinegar Solution: Mix  $\frac{1}{3}$  cup of white vinegar with  $\frac{2}{3}$  cup of water.
  - e. Solvent: Mineral spirits or turpentine.
  - f. Warm water
  - g. Absorbent powder (e.g., salt, talc or proprietary absorbent powder)
  - h. Absorbent Cleaners: Host, Dri-Matic or Capture
5. Here are some common spots and the cleaning agents recommended:
  - a. Alcoholic Beverages: (1) Cold water (2) Detergent solution
  - b. Wine: (1) Absorbent powder (2) Cold Water (3) Detergent solution
  - c. Coffee: (1) Detergent solution (2) Ammonia Solution (3) Solvent
  - d. Tea: (1) Cold water (2) Detergent solution (3) Solvent
  - e. Colas/Soft Drinks/Fruit Juice: (1) Cold water (2) Detergent Solution
  - f. Soot: (1) Solvent (2) Detergent solution (3) Ammonia Solution
  - g. Unknown material (1) Solvent (2) Absorbent cleaner (3) Detergent solution
6. An all-purpose Spot Cleaner for Wool Carpets:
  - $\frac{1}{2}$  tsp. dish liquid or wool detergent
  - 2 c. water
  - $\frac{1}{2}$  c. white vinegarUse clean sponge to scrub into area. Rinse with water.

## **DINING ROOM/PANTRY/BACK ENTRY/COOK'S BATHROOM:**

The Marmoleum floor installed in Oct'06 is made of natural ingredients (linseed oil from flax, wood flour, rosins, pigments, and jute) and is biodegradable, antibacterial and allergen-free. As a result, it requires the following

### **Regular maintenance:**

- Sweep/dust mop, or better still, vacuum to remove surface soil and debris.
- Using Johnson Wax Stride (or other neutral pH cleaner) mixed in cool water (as per published instructions on the container) and using a clean damp mop, clean the surface when soiled. AVOID (1) use of high pH, aggressive chemical cleaning agents traditionally associated with vinyl floor coverings (i.e., no ammonia or pinesol), (2) using too much water.

### **Semi-annually at Spring and Fall Work Party:**

- Damp mop the floor with neutral pH cleaner (e.g., Marmoleum Floor Cleaner or Johnson Wax Stride) at the correct dilution. Do NOT flood the floor or use too much water.
- Use a non-abrasive red (light soil load) or blue (medium to high soil) nylon pad to remove any scuffmarks.
- Pick up scrubbing solution with mop.
- Rinse the floor with a clean mop adding one tablespoon of vinegar per 5 liters (8 ½ pints or a little more than a gallon) of water. This ensures any alkaline residues are neutralized.
- Allow to dry.
- Apply 2-3 thin coats of Johnson Wax Carefree Matte or Marmoleum Floor finish. Use a clean lint free cloth, or better still, a well squeezed out fresh mop head. Each coat should be applied in opposite directions, allowing the polish to dry between coats (approx. 30-40 minutes).

## **KITCHEN (Armstrong Translations): Regular**

### **Maintenance:**

- Same as Marmoleum above.

### **Semi-annually at Spring and Fall Work Party:**

- Scrub the floor with a properly diluted stripping solution, such as Armstrong's S-326 New Beginnings Commercial Floor Stripper.
- Use a non-abrasive red (light soil load) or blue (medium to high soil) nylon pad to remove any scuffmarks.
- Remove dirty stripping solution with a mop or wet vacuum.
- Thoroughly rinse the floor with clean water and allow it to dry.
- Apply a high-quality stain-resistant sealer, such as Armstrong S-495 Commercial Floor Sealer, in areas of high traffic, high soil load and where staining potential is high. This means in all areas except under the sink.
- Apply 2 coats of a high-quality commercial floor polish, such as Armstrong S-480 Commercial Floor Polish.

## Basics for Handling Food Safely (Source: USDA)

Safe steps in food handling, cooking, and storage are essential to prevent food borne illness. You can't see, smell, or taste harmful bacteria that may cause illness. In every step of food preparation, follow the four steps of the Food Safe Families campaign to keep food safe:

- Clean - Wash hands and surfaces often.
- Separate - Don't cross-contaminate.
- Cook - Cook to the right temperature.
- Chill - Refrigerate promptly.

### Shopping

- Purchase refrigerated or frozen items after selecting your non-perishables.
- Never choose meat or poultry in packaging that is torn or leaking.
- Do not buy food past "Sell-By," "Use-By," or other expiration dates

### Storage

- Always refrigerate perishable food within 2 hours-1 hour when the temperature is above 90 °F (32.2 °C).
- Check the temperature of your refrigerator and freezer with an appliance thermometer. The refrigerator should be at 40 °F (4.4 °C) or below and the freezer at 0 °F (-17.7 °C) or below.
- Cook or freeze fresh poultry, fish, ground meats, and variety meats within 2 days; other beef, veal, lamb, or pork, within 3 to 5 days.
- Perishable food such as meat and poultry should be wrapped securely to maintain quality and to prevent meat juices from getting onto other food.
- To maintain quality when freezing meat and poultry in its original package, wrap the package again with foil or plastic wrap that is recommended for the freezer.
- Canned foods are safe indefinitely as long as they are not exposed to freezing temperatures, or temperatures above 90 °F. If the cans look ok, they are safe to use. Discard cans that are dented, rusted, or swollen. High-acid canned food (tomatoes, fruits) will keep their best quality for 12 to 18 months; low-acid canned food (meats, vegetables) for 2 to 5 years.

### Preparation

- Always wash hands with warm water and soap for 20 seconds before and after handling food.
- Don't cross-contaminate. Keep raw meat, poultry, fish, and their juices away from other food. After cutting raw meats, wash cutting board, utensils, and countertops with hot, soapy water.
- Cutting boards, utensils, and countertops can be sanitized by using a solution of 1 tablespoon of unscented, liquid chlorine bleach in 1 gallon of water.
- Marinate meat and poultry in a covered dish in the refrigerator.

### Thawing

- **Refrigerator:** The refrigerator allows slow, safe thawing. Make sure thawing meat and poultry juices do not drip onto other food.
- **Cold Water:** For faster thawing, place food in a leak-proof plastic bag. Submerge in cold tap water. Change the water every 30 minutes. Cook immediately after thawing.
- **Microwave:** Cook meat and poultry immediately after microwave thawing.

### Cooking

Cook all raw beef, pork, lamb and veal steaks, chops, and roasts to a minimum internal temperature of 145 °F (62.8 °C) as measured with a food thermometer before removing meat from the heat source. For safety and quality, allow meat to rest for at least three minutes before carving or consuming. For reasons of personal preference, consumers may choose to cook meat to higher temperatures.

**Ground meats:** Cook all raw ground beef, pork, lamb, and veal to an internal temperature of 160 °F (71.1 °C) as measured with a food thermometer.

**Poultry:** Cook all poultry to an internal temperature of 165 °F (73.9 °C) as measured with a food thermometer,

### Serving

- Hot food should be held at 140 °F (60 °C) or warmer.
- Cold food should be held at 40 °F (4.4 °C) or colder.
- When serving food at a buffet, keep food hot with chafing dishes, slow cookers, and warming trays. Keep food cold by nesting dishes in bowls of ice or use small serving trays and replace them often.
- Perishable food should not be left out more than 2 hours at room temperature-1 hour when the temperature is above 90 °F (32.2 °C).

### Leftovers

- Discard any food left out at room temperature for more than 2 hours-1 hour if the temperature was above 90 °F (32.2 °C).
- Place food into shallow containers and immediately put in the refrigerator or freezer for rapid cooling.
- Use cooked leftovers within 4 days.
- Reheat leftovers to 165 °F (73.9 °C).

### Refreezing

Meat and poultry defrosted in the refrigerator may be refrozen before or after cooking. If thawed by other methods, cook before freezing.

### Cold Storage Chart

These short, but safe, time limits will help keep refrigerated food from spoiling or becoming dangerous to eat. Because freezing keeps food safe indefinitely, recommended storage times are for quality only.

## Cold Food Storage Chart

| Food                                              | Type                                                                                           | Refrigerator [40°F (4°C) or below] | Freezer [0°F (-18°C) or below]   |
|---------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------|----------------------------------|
| <b>Salad</b>                                      | Egg, chicken, ham, tuna, and macaroni salads                                                   | 3 to 4 days                        | Does not freeze well             |
| <b>Hot dogs</b>                                   | Opened package                                                                                 | 1 week                             | 1 to 2 months                    |
|                                                   | Unopened package                                                                               | 2 weeks                            | 1 to 2 months                    |
| <b>Luncheon meat</b>                              | Opened package or deli sliced                                                                  | 3 to 5 days                        | 1 to 2 months                    |
|                                                   | Unopened package                                                                               | 2 weeks                            | 1 to 2 months                    |
| <b>Bacon and sausage</b>                          | Bacon                                                                                          | 1 week                             | 1 month                          |
|                                                   | Sausage, raw, from chicken, turkey, pork, or beef                                              | 1 to 2 days                        | 1 to 2 months                    |
|                                                   | Sausage, fully cooked, from chicken, turkey, pork, or beef                                     | 1 week                             | 1 to 2 months                    |
|                                                   | Sausage, purchased frozen                                                                      | After cooking, 3-4 days            | 1-2 months from date of purchase |
| <b>Hamburger, ground meats and ground poultry</b> | Hamburger, ground beef, turkey, chicken, other poultry, veal, pork, lamb, and mixtures of them | 1 to 2 days                        | 3 to 4 months                    |
| <b>Fresh beef, veal, lamb, and pork</b>           | Steaks                                                                                         | 3 to 5 days                        | 4 to 12 months                   |
|                                                   | Chops                                                                                          | 3 to 5 days                        | 4 to 12 months                   |
|                                                   | Roasts                                                                                         | 3 to 5 days                        | 4 to 12 months                   |
| <a href="#">Ham</a>                               | Fresh, uncured, uncooked                                                                       | 3 to 5 days                        | 6 months                         |
|                                                   | Fresh, uncured, cooked                                                                         | 3 to 4 days                        | 3 to 4 months                    |
|                                                   | Cured, cook-before-eating, uncooked                                                            | 5 to 7 days or "use by" date       | 3 to 4 months                    |

| Food                 | Type                                                                                                                                  | Refrigerator [40°F (4°C) or below] | Freezer [0°F (-18°C) or below] |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------|
|                      | Fully-cooked, vacuum-sealed at plant, unopened                                                                                        | 2 weeks or "use by" date           | 1 to 2 months                  |
|                      | Cooked, store-wrapped, whole                                                                                                          | 1 week                             | 1 to 2 months                  |
|                      | Cooked, store-wrapped, slices, half, or spiral cut                                                                                    | 3 to 5 days                        | 1 to 2 months                  |
|                      | Country ham, cooked                                                                                                                   | 1 week                             | 1 month                        |
|                      | Canned, labeled "Keep Refrigerated," unopened                                                                                         | 6 to 9 months                      | Do not freeze                  |
|                      | Canned, shelf-stable, opened<br><br><b>Note:</b> An unopened, shelf-stable, canned ham can be stored at room temperature for 2 years. | 3 to 4 days                        | 1 to 2 months                  |
|                      | Prosciutto, Parma or Serrano ham, dry Italian or Spanish type, cut                                                                    | 2 to 3 months                      | 1 month                        |
| <b>Fresh poultry</b> | Chicken or turkey, whole                                                                                                              | 1 to 2 days                        | 1 year                         |
|                      | Chicken or turkey, pieces                                                                                                             | 1 to 2 days                        | 9 months                       |
| <b>Fin Fish</b>      | Fatty Fish (bluefish, catfish, mackerel, mullet, salmon, tuna, etc.)                                                                  | 1 - 3 Days                         | 2 - 3 Months                   |
|                      | Lean Fish (cod, flounder, haddock, halibut, sole, etc.)                                                                               |                                    | 6 - 8 Months                   |
|                      | Lean Fish (pollock, ocean perch, rockfish, sea trout.)                                                                                |                                    | 4 - 8 Months                   |
| <b>Shellfish</b>     | Fresh Crab Meat                                                                                                                       | 2 - 4 Days                         | 2 - 4 Months                   |

| Food        | Type                                                                                          | Refrigerator [40°F (4°C) or below]                   | Freezer [0°F (-18°C) or below]                                       |
|-------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------|----------------------------------------------------------------------|
|             | Fresh Lobster                                                                                 | 2 - 4 Days                                           | 2 - 4 Months                                                         |
|             | Live Crab, Lobster                                                                            | 1 day .                                              | Not recommended                                                      |
|             | Live Clams, Mussels, Oysters, and Scallops                                                    | 5 - 10 Days                                          | Not recommended                                                      |
|             | Shrimp, Crayfish                                                                              | 3 - 5 Days                                           | 6 - 18 Months                                                        |
|             | Shucked Clams, Mussels, Oysters, and Scallops                                                 | 3 - 10 Days                                          | 3 - 4 Months                                                         |
|             | Squid                                                                                         | 1 - 3 Days                                           | 6 - 18 Months                                                        |
| <b>Eggs</b> | Raw eggs in shell                                                                             | 3 to 5 weeks                                         | Do not freeze in shell. Beat yolks and whites together, then freeze. |
|             | Raw egg whites and yolks<br><b>Note:</b> Yolks do not freeze well                             | 2 to 4 days                                          | 12 months                                                            |
|             | Raw egg accidentally frozen in shell<br><b>Note:</b> Toss any frozen eggs with a broken shell | Use immediately after thawing                        | Keep frozen, then refrigerate to thaw                                |
|             | Hard-cooked eggs                                                                              | 1 week                                               | Do not freeze                                                        |
|             | Egg substitutes, liquid, unopened                                                             | 1 week                                               | Do not freeze                                                        |
|             | Egg substitutes, liquid, opened                                                               | 3 days                                               | Do not freeze                                                        |
|             | Egg substitutes, frozen, unopened                                                             | After thawing, 1 week or refer to "use by" date      | 12 months                                                            |
|             | Egg substitutes, frozen, opened                                                               | After thawing, 3 to 4 days or refer to "use by" date | Do not freeze                                                        |
|             | Casseroles with eggs                                                                          | After baking, 3 to 4 days                            | After baking, 2 to 3 months                                          |
|             | Eggnog, commercial                                                                            | 3 to 5 days                                          | 6 months                                                             |

| <b>Food</b>            | <b>Type</b>                | <b>Refrigerator [40°F (4°C) or below]</b> | <b>Freezer [0°F (-18°C) or below]</b> |
|------------------------|----------------------------|-------------------------------------------|---------------------------------------|
|                        | Eggnog, homemade           | 2 to 4 days                               | Do not freeze                         |
|                        | Pies: Pumpkin or pecan     | After baking, 3 to 4 days                 | After baking, 1 to 2 months           |
|                        | Pies: Custard and chiffon  | After baking, 3 to 4 days                 | Do not freeze                         |
|                        | Quiche with filling        | After baking, 3 to 5 days                 | After baking, 2 to 3 months           |
| <b>Soups and stews</b> | Vegetable or meat added    | 3 to 4 days                               | 2 to 3 months                         |
| <b>Leftovers</b>       | Cooked meat or poultry     | 3 to 4 days                               | 2 to 6 months                         |
|                        | Chicken nuggets or patties | 3 to 4 days                               | 1 to 3 months                         |
|                        | Pizza                      | 3 to 4 days                               | 1 to 2 months                         |

Date Last Reviewed September 19, 2023

## Understand High Altitude Cooking

At high altitudes, the air density is lower than at sea level. This causes two basic problems:

1. At higher elevations, water boils at a LOWER temperature, thus requiring you to cook longer once you hit boiling (and the time it takes you to prepare your recipe). For example, the water's not as hot in Denver as it is in LA, even boiling. This is the reason, when cooking in the mountains, your coffee and hot chocolate can be merely tepid, even though the water was boiling.
2. Baked goods tend to rise faster, requiring a change in the proportion of ingredients used in leavened foods (such as breads and cakes). Sometimes, you may need to adjust the baking temperature in your oven as well!

**However, changes in altitude do not affect oven temperatures.**

**PLEASE NOTE:** Since baking items often rise quicker at higher altitudes, you may want to increase the oven temperature. So, at elevations over 3500 feet, the oven temperature for **batters** and **doughs** should be 25 degrees Fahrenheit higher than the temperature used at sea level. Proofing time for **yeast breads** should be reduced.

**Boiling-** In general, then, if you are making something that needs to be boiled, the cooking process will take longer at high altitudes than at sea level. At as low as 5,000 feet (1,500 meters), the boiling point of water has changed enough to change cooking times significantly. For example, expect rice cooked at 5,000 feet (1,500 meters) to take 25-30 minutes instead of 20-25 minutes of simmering before the water is absorbed and the rice is done.

**Baking-** For any baked goods that rise (yeast breads, cakes or breads made with baking powder, etc.), it is important to adjust the recipe so that the rapid rise time doesn't make the resulting bread or cake too dry. This can be done as follows:

For **Yeast Breads:** Yeast breads rise more quickly at high altitudes, so be sure to watch your dough carefully and judge the rise time by the change in the dough's bulk, not by the amount of time it takes.

**For Recipes Using Baking Powder:**

- Don't overheat the eggs. Overheating adds too much air to the bread or cake.
- Raise the baking temperature slightly; the faster cooking time will keep the recipe from rising too much.
- Decrease the amount of baking powder slightly; this also prevents the recipe from rising too much.

## Cakes Made With Shortening

Above 3,000 feet, decreased atmospheric pressure may result in excessive rising, which stretches the cell structure of the cake, making the texture coarse, or breaks the cells, causing the cake to fall. This usually is corrected by decreasing the amount of leavening agent. Also, increasing the baking temperature 15 to 25 degrees "sets" the batter before the cells formed by the leavening gas expand too much. Excessive evaporation of water at high altitudes leads to high concentration of sugar, which weakens the cell structure. Therefore, decrease sugar in the recipe and increase liquid. Only repeated experiments with each recipe can give the most successful proportions to use. Table 3 is a helpful starting point Try the smaller adjustment first, this may be all that is needed.

In making rich cakes at high altitudes, you might have to reduce shortening by 1 or 2 tablespoons. Fat, like sugar, weakens the cell structure. Also, increasing the amount of egg strengthens the cell structure and may prevent the too-rich cake from falling.

**Table 3: Cake-recipe adjustment guide for high altitude.**

| Adjustment                                     | 3,000 ft. | 5,000 ft.    | 7,000 ft. |
|------------------------------------------------|-----------|--------------|-----------|
| Reduce baking powder, for each tsp., decrease: | 1/8 tsp.  | 1/8-1/4 tsp. | 1/4 tsp.  |
| Reduce sugar, for each cup, decrease:          | 0-1 Tbsp. | 0-2 Tbsp.    | 1-3 Tbsp. |
| Increase liquid, for each cup, add:            | 1-2 Tbsp. | 2-4 Tbsp.    | 3-4 Tbsp. |

## Cookies

Although many sea-level cookie recipes yield acceptable results at high altitudes, they often can be improved by a slight increase in baking temperature; a slight decrease in baking powder or soda, fat and/or sugar; and/or a slight increase in liquid ingredients and flour. Many cookie recipes contain a higher proportion of sugar and fat than necessary, even at low altitudes

## Biscuits, Muffins and Quick Breads

Quick breads vary from muffin-like to cake-like in cell structure. Although the cell structure of biscuits and muffin-type quick breads is firm enough to withstand the increased internal pressure at high altitudes without adjustment, a bitter or alkaline flavor may result from inadequate neutralization of baking soda or powder. When this occurs, reducing the baking soda or powder slightly will usually improve results.

Quick breads with a cake-like texture are more delicately balanced and usually can be improved at high altitudes by following the adjustment recommendations given for cakes.

## **The Rodents of Echo Summit**

Yes, we have at least three species of small-furries inhabiting our beautiful

Lodge: Deer Mice -- Pack rat -- Ground Squirrel - and maybe Chipmunk.

They leave a trail of potentially infective "poop" as they forage through our kitchen, pantry and living room. We occasionally find a mouse nest within the firewood box; the squirrels make nests in the basement woodpiles and the pack rat crawls and nests within the wall- and ceiling voids (that's who we hear clattering about at night).

Pack rats were a common "cabin pet" of the 49ers and were known to steal shiny items (gold coin and silverware) to carry back to their nest middens; sometimes they would leave a trade item- a piece of bone or bottle cap in place of the missing valuable; thus, they were also known as "trade rat".

We have cleaned out several packrat nests from the Lodge and have managed to trap at least two of the critters over the past few years. We routinely trap deer mice with snap- traps set about the lodge overnight.

These critters are not nice in our living quarters and kitchen, so we maintain a routine vigil and trap as we can. The pack rat is bigger, tougher and smarter than the deer mice and/or the rats you may have at home - he requires special attention.

We could hire a professional exterminator to set out special restricted poisons (common green wayfaring baits don't work in this case), but that brings costs and risks to non-target species (including small children) which we're not fond of. So, we need to trap.

**To trap Mice:** Most everybody is acquainted with the common mouse trap - you bait it with a dab of peanut butter and a dash of flour, set it along walls and near the wood box and carefully dispose of trap-and-mouse when you make a catch. You never leave a trap out during the next day (to avoid snapping someone who's not the trapper) and never leave a trap set when you vacate the Lodge (to avoid having a rotten mouse to greet the next occupants). Also, never leave an unset trap overnight -the packrat will steal it. Soooo, simply designate one non-squeamish person to be your trapper - to set out a dozen traps each night (note where you put them) and pick them up first thing the next morning. If you go a few nights without a catch, you can suspend that job until you begin to see mouse droppings on the pantry floor. Then ya gotta trap.

**To trap the pack rat,** a more refined strategy and bigger traps are required:

First, you must "confidence-train" the rat - put out things he likes - nuts, prunes, pasta rotini at the trap site (no trap)- until he takes them away.

Second, introduce the trap of choice, not set, but sprinkled with bait objects. A snap trap must be nailed to a large board (he'll steal it, just like he does the mouse traps) and baited with a peanut butter impregnated wad of steel wool or window

screen something, he must pull at to get the goodies. A wire-mesh live trap should be left tied open at both ends and not set. A Rat-Zapper should be baited at its entrance and inside but not activated.

Third, build his greed and confidence by providing a bit of bait beside and within the trap for another night or two. If he comes back every time, go to step Four.

Fourth: Setting the snap trap is touchy and strong, be careful. The wire mesh trap has one end that must be wired shut (don't trust the puny clip) and one end that is toggle held by the trip wire. The Zapper must have fresh, strong batteries.

Fifth: Check the traps; if he springs one but you miss, Mr. Rat will stay away for a while and you have to start back at step I. If you snap trap or Zap one, he should be dead -- carry out to the dumpster and dump. Try to save the Zapper- it cost \$40. To the snap- trap and board if it's messed up, you can make a new one for a few bucks. If you live- trap Mr. Rat, you gotta "put him to sleep" (don't "take him for a ride down the road" - he'll be right back) Two humane options: (1) carefully foil-wrap (several layers) then place the rat-n-trap into a big black garbage bag, twist-and-double-back several times so he's in a multi-layered air-tight envelope (one which he can't scratch open), then place the package in the freezer - Mr. Rat will run low on air and go to sleep; two or three days later he should be dead, stiffly frozen and ready for disposal (don't rush this step - you don't want him to be faking it.) or (2)- requires that you have/get a spray-can of "engine-starter fluid" = ether (not BBQ lighter!) from the auto-parts store or Ace

Hardware - Then foil-wrap the rat-n-trap but leaving/making a small hole to allow ether- spraying into the go-to-sleep package. Go outside, away from any ignition-source and apply the ether. Use plenty, then plug the spray hole and let him go nite-nite.

REMEMBER that ether is flammable and will affect anyone who breathes it. Check the package a few hours later, consider a second "insurance" dose; verify mortality and discard in the dumpster. A new trap costs only a few bucks, so don't worry about saving it.

**Golden-mantle Ground-squirrels** (five-stripes) are best caught with the Zapper, but not at night-they're day-foragers. If we don't feed them (Oh, but they're so cute- just like chipmunks!) they're not much of a nuisance, but once they've been fed, begin running into the Lodge or biting folks... set up the Zapper, build their greed, then tum it ON.

**True Chipmunks** (we have the tiny seven-stripe variety) are rarely an issue in the Sierras because our more aggressive ground squirrels run them away from begging sites.

## ECHO LODGE - EVERY DAY

### **BREAKFAST** includes:

Coffee, Tea  
Sugar, Milk/Cream  
Orange Juice  
Cold Cereals  
Milk  
Bread/Toast  
Cereal Bowls  
Juice Glasses

### **LUNCH** includes:

Cutting Boards  
Knives (4 dinner, 3 cutting)  
Spoons (if needed)  
Lunch Bags  
Sandwich baggies  
Napkins  
Marker

Bread (white, wheat) - Put out last

Sliced cheese

Meat or other:

Turkey

Ham

Salami

Tuna Salad

Egg Salad

Hummus

Mayo, Mustard

Peanut Butter & Jelly

Lettuce

Tomatoes (in season)

Cookies and/or Trail Mix

Fruit in Bowl (oranges, apples, bananas)

Carrot sticks

Celery sticks

Pickles

Chips (optional)

Candy (optional)

Lemonade/ Iced Tea (optional)

## All About Altitude Sickness

Altitude illness is caused by the lack of oxygen in our thin mountain air. Altitude illness can effect anyone, regardless of age or physical condition in altitudes above 6000 feet. The altitude illness seen most commonly is:

### Acute Mountain Sickness (A.M.S.)

Acute Mountain Sickness is a mild form of altitude sickness which effects 20% to 30% of visitors to Colorado. The symptoms are headache, nausea, vomiting and trouble sleeping. A.M.S. looks and feels like the "flu". Most people experience the symptoms of A.M.S. in the first three days after arrival. The symptoms usually go away by the fourth day.

The incidence and severity of A.M.S. are related to altitude, speed of ascent, physical exertion and prior acclimatization. Some people are particularly susceptible to A.M.S. and experience similar episodes with each exposure. Symptoms of headache, shortness of breath, anorexia or nausea, weakness dyspnea and "flu-like" malaise may begin 6 to 48 hours after ascent.

### Treatment of A.M.S.

Most people with mild A.M.S. get better with no treatment at all. People with moderate or severe symptoms should see a doctor. Things that help:

1. Before your trip, maintain a good work/rest cycle, avoiding excessive work hours and last minute packing.
2. Avoid alcohol, sleeping pills or narcotics, they may decrease ventilation, intensify hypoxemia and make symptoms worse.
3. Drink plenty of fluids.
4. Eat high-carbohydrate foods (rice, pasta, cereal) while avoiding fatty stuff.
5. Avoid heavy exercise. Mild exercise is okay.
6. Diamox (acetazolamide) 125mg. tablets taken twice a day is F.D.A. approved for prevention and treatment of A.M.S. Although it was originally released as a diuretic, it also helps you breathe deeper and faster. This allows you to get more oxygen. Diamox is especially helpful with insomnia and other symptoms of A.M.S.
7. Home oxygen will relieve symptoms. Home oxygen is safe, cheap and easy to use. It can be used at night when symptoms are worst and as needed during the day.
8. If nothing else works, you can return to a lower altitude. Going to Denver or Colorado Springs will always relieve the symptoms of A.M.S.

## **Prevention of A.M.S.**

People who get symptoms from high altitude can take several steps to prevent symptoms on their next visit to Colorado.

1. "Staging" or changing altitudes helps. If you are coming from sea level, it is better to spend the night in Denver or Colorado Springs. This allows your body to adjust to the altitude and will help you adjust to higher altitudes better.
2. Diamox may be taken one to two days prior to arrival. This will "prepare" your body for our altitude.
3. Do not over-do on your first day or two.
4. Physical conditioning at sea level does not help.

## **Conclusion**

Rapid ascent to high altitude can be uncomfortable for many people and dangerous for some. Headache and other symptoms of acute mountain sickness may be prevented by gradual ascent or by taking Diamox. Pulmonary edema occurs in a small percentage of people who quickly ascent to elevations above 8,000 feet. Those patients need to see a physician for oxygen therapy and descent to lower altitude.

## Trouble Shooting QR Codes

Turning the water on/off



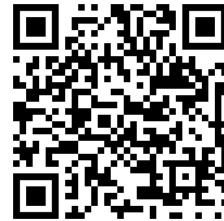
Lighting stove pilot lights



Snow blower operation



Water heater pilot lights

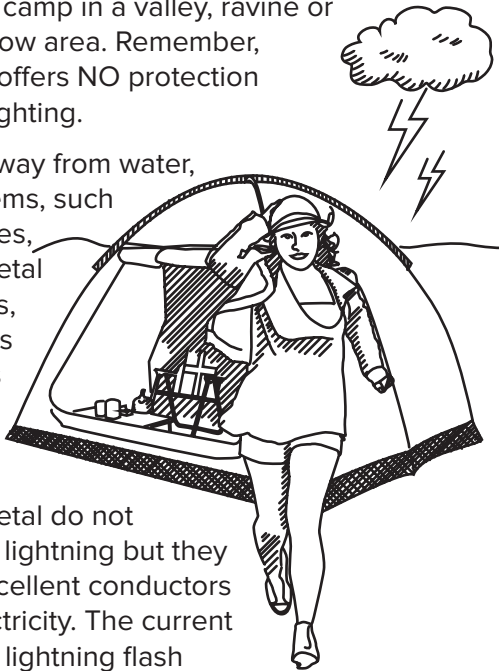


Vacuum Maintenance



## If You are Caught Outside

- If you absolutely cannot get to safety, you can reduce the threat of being struck by lightning with the following tips. Remember, this is a last resort. You are NOT safe outside.
- Avoid open fields, the top of a hill or a ridge top.
- Stay away from tall, isolated trees or other tall objects. If you are in a forest, stay near a lower stand of trees.
- If you are in a group, spread out to avoid the electric current traveling between group members, if lightning strikes.
- If you are camping in an open area, set up camp in a valley, ravine or other low area. Remember, a tent offers NO protection from lightning.
- Stay away from water, wet items, such as ropes, and metal objects, such as fences and poles. Water and metal do not attract lightning but they are excellent conductors of electricity. The current from a lightning flash will easily travel for long distances through water and metal.



## Helping Someone Who is Struck by Lightning

When someone is struck by lightning, get emergency medical help as soon as possible. If more than one person is struck by lightning, treat those who are unconscious first. They are at greatest risk of dying. A person struck by lightning may appear dead, with no pulse or breath. Often the person can be revived with cardio-pulmonary resuscitation (CPR). There is no danger to anyone helping a person who has been struck by lightning – no electric charge remains. CPR should be attempted immediately.



Treat those who are injured but conscious next. Common injuries from being struck by lightning are burns, wounds and fractures.



Department  
of Health



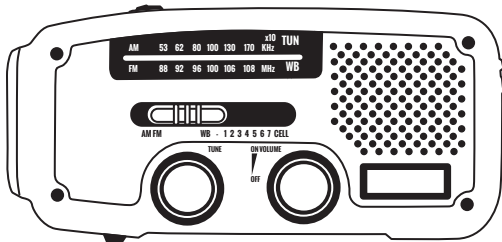
# Lightning Safety Tips



# These simple precautions can save lives during a lightning storm.

## Stay Alert

- Monitor local weather conditions regularly with a special weather radio or AM/FM radio. Many smart phone weather apps are available to monitor weather conditions on-the-go.



- Recognize the signs of an oncoming thunder and lightning storm – towering clouds with a “cauliflower” shape, dark skies and distant rumbles of thunder or flashes of lightning. Do not wait for lightning to strike nearby before taking cover.

## Seek Shelter

- Look for a large, enclosed building when a thunder or lightning storm threatens. That’s the best choice.



- If you are in a car and it has a hard top, stay inside and keep the windows rolled up.
- Avoid small sheds and lean-tos or partial shelters, like pavilions.
- Stay at least a few feet away from open windows, sinks, toilets, tubs, showers, electric boxes and outlets, and appliances. Lightning can flow through these systems and “jump” to a person.
- Do not shower or take a bath during a thunder or lightning storm.
- Avoid using landlines, except in an emergency. If lightning hits the telephone lines, it could flow to the phone. Cell or cordless phones, not connected to the building’s wiring, are safe to use.

**Did you know?**

**Lightning can strike as far as 10 miles from any rainfall.**

**Thunderstorm activity is greatest during July and August.**

# CALIFORNIA ALPINE CLUB

Founded, April 1913 • Incorporated, April 1936

## QUICK REFERENCE GUIDE



APRIL 2024

**THE PURPOSES** of this Club are: *To explore, enjoy, and protect the natural resources of our land, including wildlife, forests and plants, water and scenic values; to support and promote educational programs on these and related subjects; at all times to protect and, as far as we are able, improve the environment in which we live; and to strengthen a sense of community among our Members and Associate Members.*

### MEMBERSHIP

Contact Candy Barnhill at [membership@californiaalpineclub.org](mailto:membership@californiaalpineclub.org)

### GENERAL INFORMATION

The Club has an Associate Member class as a "gateway" to regular membership. This member-class is assessed \$10 per day per adult dues and has an enrollment process. *We cannot accommodate pets. Smoking is not permitted within the facilities.*

### LODGES

The California Alpine Club, founded in 1913, owns and operates two historic lodges: Alpine Lodge in Marin County acquired in 1925, and Echo Summit Lodge in El Dorado County acquired in 1952.

**ALPINE LODGE** is located on the south slope of Mt. Tamalpais at 730 Panoramic Highway, Mill Valley, CA 94941 (about one quarter mile from the "Mountain Home" bus stop).



S. Linkwitz

**ECHO SUMMIT LODGE** is located at the summit of Old Meyers Grade, on the southern rim of the Lake Tahoe Basin, one mile from U.S. Hwy 50 at 9010 Johnson Pass Road. Call the lodge at 530-659-7274.



S. Linkwitz

<http://californiaalpineclub.org>

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| <b>Alpine Scheduler</b>                   | Donata Bohanec - <a href="mailto:donatabo@hotmail.com">donatabo@hotmail.com</a>                    |
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## ALPINE LODGE INFORMATION

The Alpine Lodge is located above Muir Woods on the south slope of Mt. Tamalpais. It features a cozy living room with rustic stone fireplace, well-equipped kitchen, spacious dining porch overlooking the big sun deck, and large social hall with gas-lit fireplace and hardwood dance floor. A wheelchair accessible restroom is centrally located. The upstairs sleeps 18 people in two private and four semi-private rooms. There is a co-ed bathroom with two shower rooms, two toilet rooms, and a common two-sink vanity. The Tamalpais Building, located down a short garden pathway, has six rooms and sleeps a total of 18 people with two shared bathrooms and minimal kitchen amenities.

The lodge is available to members and associate members for day and overnight use. Scheduled events and accommodations preempt individual member use. Each person needs to bring a sleeping bag or sheets, pillowcase, towel, and toiletries. Revenue from lodging and events funds for maintenance and improvements.

**SUNDAYS AT ALPINE LODGE:** The CAC tradition of Sunday open houses is currently on hold with no projected resumption date. Members and potential members may contact the scheduler or membership chair to find out about available events to attend at Alpine Lodge.

**GUIDED HIKES:** Sunday morning hikes start from the lodge (or other designated trailheads around Mt. Tam) and times are listed in the Club newsletter TRAILS and posted on CAC Meetup website. Members can register for the scheduled hikes on Meetup.com/CAC Outings site. Carry water, lunch, and wear good hiking shoes. Extreme weather conditions may cancel hikes. Phone the scheduled hike leader if you have questions.

**PUBLIC TRANSPORTATION TO ALPINE LODGE:** Visit 511.org to plan your trip or call 415-923-2000 for Golden Gate Transit.

## RESERVATIONS

Check our CAC website calendar or newsletter, TRAILS, for scheduled Alpine events. Contact the host and mail your check as instructed. For periodic updates on accessing the lodge and making reservations, please consult the latest issue of the TRAILS newsletter.

## CANCELLATION POLICY

Social Events: For member events and activities where meals are provided, there will be no refunds to members or guests who cancel their reservation fewer than three days prior to the event, as the host will have already made commitments for food purchases. Cancellation fees may apply for private events where security deposits have been made. See Alpine Lodge Host manual for details.

## HOSTING

Host Training is required for scheduled overnights, scheduled day use, and spontaneous overnights. Spontaneous overnights allow host-trained members informal use of the lodge but may only be booked 10 days in advance. Exclusive use of the lodge for private events is discouraged and not guaranteed. For information on hosting a private event, contact Donata Bohanec at donatabo@hotmail.com.

## HOST TRAINING

Host Training is required of CAC event hosts and members who want to use the lodge for member-hosted events including scheduled overnights, scheduled day-use, and spontaneous overnights. Host Training is offered twice a year in the spring and fall. A \$50 per-person fee covers food and lodging for this two-day event. The Alpine Lodge Host Training Manual is updated continually and is available as a download on our website. A hardcopy of the manual is available from the Alpine Trustees for \$20. The manual contains useful information such as event preparation guidelines, bedroom floor plans, instructions for operation of appliances and facility systems, safety instructions, and much more. Suggestions for manual updates are always appreciated. To sign up for Alpine Lodge host-training weekend contact Donata Bohanec at donatabo@hotmail.com.

## RATES

**OVERNIGHT RATES:** private, semi-private, curtain room, or in your RV (One person in a double occupancy room pays the 2-person rate)

|                                     |                  |
|-------------------------------------|------------------|
| Members                             | \$26 per person  |
| Associate Member (Non-Member/Guest) | \$36 per person* |
| RV Overnight Parking                | \$27 per night   |
| Children age 4-18                   | \$13 per night   |
| Children under 4 years old          | No charge        |

\*Note: Associate Member fee of \$36 includes dues of \$10 a day per adult.

## Day Use Fees for Scheduled Events

|                                |                                    |
|--------------------------------|------------------------------------|
| Per person member fee          | \$4                                |
| Per person non-member fee      | \$7                                |
| Children ages 4-18             | Same as member/non-member rate     |
| Children under age 4           | No charge                          |
| Member sponsored (20+ persons) | \$50 base fee, plus per person fee |

Rates may change and are in TRAILS or on current event forms.

Please contact the Scheduler for more information.

**HIKERS' WEEKEND:** The CAC tradition of Hikers' Weekends is currently on hold during COVID-19 with no projected resumption date. Members and potential members may contact the Scheduler or Membership Chair to find out about available events to attend at Alpine Lodge.

## WORK PARTIES

Monthly work parties are held from 9am-3pm on Saturdays. Lunch is provided. We depend on our members and applicants for membership to help keep the Alpine Lodge buildings in good repair and looking attractive. Please check TRAILS and sign-up with the coordinator. Weekday work parties or self-lead work parties may be scheduled as needed with Alpine Trustees.

## ALPINE LODGE COORDINATORS

Scheduler: Donata Bohanec, 707-591-3129 . . . . . donatabo@hotmail.com

Sunday Innkeepers: Kathy Ryan, 415-497-1833 . . . . . kathyryan612@gmail.com

Hike Leader: Linda Kumataka, 415-815-8991 . . . . . lkumataka@hotmail.com

## PAST PRESIDENTS

|         |                        |         |                      |
|---------|------------------------|---------|----------------------|
| 1914    | Frank Allen            | 1954    | Hilary Crawford, Jr. |
| 1915-16 | Al Pinther             | 1955    | Herbert Franklin     |
| 1917    | Oscar Cook             | 1956    | Dr. Albert Schwifler |
| 1918    | Chas Cavanagh          | 1957    | Jerry Bowers         |
| 1919    | Harry Hertenstein      | 1958-59 | Fern Hall            |
| 1920    | Arthur Mauerhan        | 1960    | Edward Fraser, Jr.   |
| 1921    | William Fankhauser     | 1961-63 | Ray Sommer           |
| 1922    | William P. Halliday    | 1964-65 | Elizabeth McDonald   |
| 1923    | Jules Sigrist          | 1966-67 | Tom Disher           |
| 1924    | Timothy Murphy         | 1968    | Waldo Wolgamott      |
| 1925    | Samuel Deal            | 1969-70 | Henry Hillman        |
| 1926    | Jesse K. Brown         | 1971    | David Evans          |
| 1927    | Myron Grotyohn         | 1972    | Peter Cistaro        |
| 1928    | Joseph Jensen          | 1973-75 | Robert Mugg          |
| 1929    | Henry Lidley           | 1976-77 | Marty Scherf         |
| 1930    | Henry Manheim          | 1978-79 | Tom Flowerday        |
| 1931    | George Kemper          | 1980-81 | Winchell T. Hayward  |
| 1932    | Harold Reams           | 1982    | Margaret Dormeyer    |
| 1933    | Thomas Pring           | 1983    | George Ossy          |
| 1934    | Thomas Jones           | 1984-85 | Helen Ammons         |
| 1935    | Howard Henry           | 1986-87 | Muriel Less          |
| 1936    | Emma Baldwin           | 1988    | Gene Kendrick        |
| 1937    | Hilary Crawford        | 1989-90 | Mary Kartsounis      |
| 1938    | Walter Repp            | 1991-92 | Tom Foote            |
| 1939    | Walter Newman          | 1993-94 | Roger Goulet         |
| 1940    | Herbert Mauerhan       | 1995    | Frank Marzocco       |
| 1941    | Henry Perry            | 1996    | Beverly Heywood      |
| 1942    | Edward (Pat) Patterson | 1997-98 | Bob Hanson           |
| 1942    | Olga Madsen            | 1999    | Teri Shore           |
| 1943    | Casper Zwierlein       | 2000    | Edna Trimm           |
| 1944-45 | Alan Critcher          | 2001-03 | Laurence Kornfield   |
| 1946    | Bertha Ast Hyde        | 2004-05 | Susan McCarthy       |
| 1947    | Cyrus Washburn         | 2006    | Tony Smith           |
| 1948    | Robert Zinns           | 2007    | Carroll Pearson      |
| 1949    | Al Mendoza             | 2008    | John Hannum          |
| 1950    | Dr. Budd Smith         | 2009-10 | Mae Harms            |
| 1951    | Eugene B. Bizzell      | 2011-15 | Jim Nixon            |
| 1952    | Harold P. Bodington    | 2016-21 | Jay Gustafson        |
| 1953    | Ken Wiltz              |         |                      |

## ECHO SUMMIT LODGE INFORMATION

Echo Summit Lodge (ESL), at an elevation of 7,365 feet in the Sierra Nevada, is a large, comfortable, year-round mountain lodge. The living room provides a commanding view of the Lake Tahoe Basin and surrounding mountains. The dining room features family-style seating where delicious meals are prepared, served, enjoyed—with dishes washed afterwards—all via joint effort. Both the living and dining rooms are equipped with EPA approved efficient wood burning stoves. Overnight lodging includes accommodations in dormitories and private rooms. Bathrooms are shared.

Forty thousand acres of rugged granite peaks and the alpine lakes of Desolation Wilderness area are within easy walking distance. Echo Lake (a mile from our lodge) and nearby Lake Tahoe are delightful places in the summer for hiking, swimming, fishing, and boating. In winter, the area excels for cross-country skiing and snowshoeing. Local, well-known downhill ski areas include Heavenly, Sierra at Tahoe, and Kirkwood.

The lodge is a cooperative hostel operated by volunteer members who 'host' for pre-scheduled time periods. Each person needs to bring a sleeping bag or sheets, pillowcase, towel, and toiletries. Each person is expected to lend a hand with cooking and housekeeping.

### OUR GOALS INCLUDE:

- Providing members and their guests with a comfortable, safe, and affordable facility;
- Promoting new memberships and volunteerism founded on the proper use and protection of the lodge and its environment;
- Managing the lodge to be self-financed and in compliance with Forest Service rules.

## RESERVATIONS

The list of hosting dates is posted in *TRAILS* along with the host names and contact information. For periodic updates on accessing the lodge and making reservations, please also consult the latest issue of the *TRAILS* newsletter.

- Contact scheduled host for details. The host coordinates reservations and will confirm upon receipt of deposit.
- The amount of deposit (minimum \$15 per person, per day) depends on the length of stay, but the minimum deposit is \$30 per person.
- Host determines the final sign-up dates and total number of people that can be accommodated **so reserve early**. Host establishes a waiting list to help adjust for cancellations.
- Non-members, invited by a member, are welcome to attend up to three events. They may either enroll as Associate Members or be the guest of a member who pays for their stay.

## CANCELLATION POLICY

Notify the host if you need to cancel. Refund policy is as follows:

- Four weeks or more prior to host-period: host will refund deposit minus a charge of \$5 per person.
- Four weeks to one week prior to host-period: host will refund deposit minus a charge of \$5 per person, per day.
- Within one week prior to host-period: deposit will not be refunded because the host will have lost the opportunity to fill your space and food supplies will have already been purchased.

## HOSTING

Please contact Trustee Cindy Toran at [cktoran@gmail.com](mailto:cktoran@gmail.com) or 707-321-3262 until 9:00pm Pacific Time to schedule a hosted event, private member accommodation or spontaneous overnight. She maintains the roster of trained hosts and their scheduled times. She takes requests and solicits schedule fill-ins to optimize occupancy and service; the goal being to have the lodge open to members as much as possible throughout the year to provide income for maintenance, repairs, and improvements.

## HOST TRAINING WEEKENDS

Host training is provided semi-annually for members with the desire and initiative to join the pool of trained lodge hosts, and thereafter organize and manage their own hosted event. Trained hosts are required to attend a Host Training Weekend every three years to keep current on lodge operations. Host training covers lodge facilities, meal planning and budgeting, Associate Member registration, and bookkeeping. Newly trained hosts are

*The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political belief and marital or family status. To file a complaint, write the Secretary of Agriculture, U.S. Department of Agriculture, Washington, DC 20250, or call 1-800-245-5340 (voice) or 203-720-1127 (TDD). USDA is an equal opportunity employment employer. The Echo Summit Lodge is an equal opportunity service provider and permittee of the United States Forest Service, Lake Tahoe Basin Management Unit.*

encouraged to 'shadow' an experienced trained host before they 'solo.'

## RATES

### Dormitories

Adults and children over 11 years ..... \$10 per person, per night

### Multiple Occupancy Rooms

Adults and children over 11 years ..... \$15 per person, per night

### Meals (rates per person)

Breakfast - \$8; Lunch - \$7; Dinner - \$15 (\$30 per day)

No refund for missed or skipped meals

Children ages 4 through 11 – half the adult rates for meals and lodging

Under 4 years - no charge

Associate Members are charged the member rate plus Associate Member dues of \$10 a day per adult.

**Please note:** ESL lodging charges are subject to El Dorado County's lodging tax (currently 14%) in addition to the listed rates. Rates may change during the year, with notice published in *Trails*.

## MEMBER ACCOMMODATIONS

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 Summit Lodge is defined as:

- Summer – June 15 to September 15

- Holidays

- Winter Weekends – January, February, March

Trained host members wishing to use the lodge for private use must contact Cindy Toran. A prospective host will secure a time slot, initiate an Accommodation Agreement (must be signed and returned within two weeks but no earlier than six months in advance), and mail a deposit to Treasurer Cindy Toran to lock in the accommodation. The deposit is 50% of the estimated accommodation amount plus \$100.

The accommodation charge per day (noon to noon), including adults and children age 4 and over;

Mon - Thurs: \$20 per person per night, \$240 minimum

Fri - Sun: \$25 per person per night, \$300 minimum

Non-member adults also pay the additional \$10 a day Associate

Member dues.

El Dorado County lodging tax is in addition to the above charges. Early bookings are recommended, up to 6 months in advance. The accommodation fee is non-refundable except for special circumstances such as severe weather conditions or death in the family. The deposit, minus any incurred charges, will be refunded after full compliance with the Accommodation Agreement, and when the end-of-use report is submitted and reviewed by the Treasurer.

## SPONTANEOUS OVERNIGHT STAYS

Trained ESL hosts may stay at Echo Lodge by contacting Cindy Toran. Your stay may be booked no sooner than 10 days in advance of the time you are requesting. If your time is available, you may make a reservation, arrange for a key, and obtain an Accommodation Agreement. Needless to say, the Leave-No-Trace expectation applies. Within one week after the end of your stay, all forms and payment must be submitted to Cindy Toran Treasurer, as follows:

\$25 per person per night Friday through Sunday

\$20 per person per night Monday through Thursday

Minimum daily charge is \$50, regardless of the number of people.

Non-member adults also pay the additional \$10 a day Associate

Member dues.

El Dorado County lodging tax is additional to the nightly rates.

## FALL AND SPRING WORK PARTIES

Maintenance and improvements at Echo Summit Lodge depend on two significant volunteer campaigns—the ESL Fall and Spring Work Parties—to prepare for and recover from winter and summer occupancies. For prospective new members, participation in these multi-day work parties qualifies as a 'work' activity. Prospective new members should have attended a hosted event prior to attending a work party. For members, these work parties are a twice-yearly volunteer opportunity for fellowship, exercise, and accomplishment. They are 'free' (funded by lodge usage revenues) to participants. The dates and details for the fall and spring work parties are published in *TRAILS*. Sign up for one or both of these events to renew your connection to the beauty of work in the mountains.

## MEMBERSHIP EXPECTATIONS

CAC lodges are maintained and operated by the membership. In order to keep our low, co-op prices, members are expected to contribute at least once a year. Alpine Lodge holds Saturday work parties; Echo Lodge throws bi-annual, multi-day "fun and work" parties. To coordinate a major Club event, host at Echo Lodge, cook a large dinner, coordinate the clean-up for Club events at Alpine Lodge, edit our *TRAILS* newsletter, proofread CAC documents, fulfill a leadership position, join a committee, or organize a wilderness hike or camp-out are just some of the other ways to satisfy this annual work obligation.

## TRAIL RULES

### LET THE LEADER LEAD

For 100 years the California Alpine Club has organized Sunday hikes on Mt. Tamalpais. Hikes begin and end at Alpine Lodge, unless otherwise posted/announced by the CAC hike leader. The hike leader will assess the physical abilities of hike participants and will determine a suitable and safe route for the group. Please stay with the group unless you have made specific arrangements with the hike leader. It is easy to get lost. At the end of the hike you will return to Alpine Lodge for light refreshments and camaraderie.

### RESPECT THE ENVIRONMENT

*"LEAVE NO TRACE"*

*"TAKE NOTHING BUT PHOTOGRAPHS, LEAVE NOTHING BUT FOOTPRINTS."*

- **PLEASE DO NOT** pick wildflowers or other plants.
- Stay on the trails; short-cutting promotes erosion.
- Let's be sure our lunch site is left clean, regardless of how it was found.

### COURTESY AND CONSIDERATION

Please arrive at the meeting place on time and be adequately prepared. If a leader is unable to lead a scheduled trip, he or she needs to find a substitute or notify the Hiking Coordinator as soon as possible. Report any lost or found articles to the leader.

In order to promote and protect the serenity of our CAC hikes, hike leaders ask that there be no smoking, pets, or radios on Club hikes.

### HIKE CLASSIFICATION SYSTEM

Most hikes are classified to assist hikers in evaluating their ability.

**Grades:** 1 = up to 6 miles;  
2 = 6 to 10 miles;  
3 = 10 to 15 miles

**Classes:** A = < 1,000 ft;  
B = 1,000 to 2,000 ft;  
C = 2,000 to 3,000 ft

**CAC is a proud and founding member of the  
Federation of Western Outdoor Clubs  
[www.federationofwesternoutdoorclubs.org](http://www.federationofwesternoutdoorclubs.org)**

### NON-DISCRIMINATION POLICY

CAC is committed to treating every individual with respect. This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, veteran status, or any other present or future protected status. This policy will include, but is not limited to recruiting, membership, organization activities, and opportunities to hold office. Further, CAC will not tolerate verbal, physical, and sexual or any other form of harassment that belittles or demeans any individual on the basis of any status or condition protected by applicable state or federal laws. This policy applies to all members at CAC facilities and sponsored activities no matter his or her authority or position.

Further, the President advises: "If you are discriminated against or harassed within CAC, or suspect discrimination to another person, including harassment, please report it to a CAC Board member."

## CALIFORNIA ALPINE CLUB VOLUNTEER HIKE LEADER GUIDELINES

### Before the hike starts:

- Hikers are required to sign the MANDATORY liability waivers. (Current CAC Covid policy shall be observed.) The Hike Leader will take a picture of the liability waivers with a cell phone to document the names of the hikers and their emergency contact information.
- Appoint a REAR LEADER.
- The Hike Leader will announce his/her name to the hikers, explain the grade and length of the hike, as well as the approximate time of return. If there are new hikers, inform them that hikers are to have had prior hiking experience and be able to hike at a moderate pace (i.e., two miles per hour). If, during the first 10 minutes of a hike, the leader sees that a hiker is not capable of keeping up, please ask the participant not to continue on the hike.
- Stress that no one should leave the hike without informing the leader or the rear leader. The hike leader has the option of allowing hikers to go ahead. Let hikers know that, to avoid being considered "off the hike," they must wait at the next junction.
- Stop and wait for hikers to catch up if there is a large gap between them.
- Remind hikers that they should carry sufficient water, personal first aid items, and lunch if the time of the hike warrants it.
- Carry a CELL PHONE, if possible, with the phone numbers of the State Park ranger, MMWD ranger, and Throckmorton Ridge Fire Station in memory. Be aware that not all cell phone services can operate on the mountain. MMWD emergency is 415-472-0911. State Park emergency is 415-388-2070 or 415-388-3653. Throckmorton Ridge Fire Station is 415-388-5414. California Alpine Club is 415-380-8250.

### During the hike:

Stop at all junctions and do not resume the hike until the rear leader is in sight and all hikers are present.

After the hike: Wait for the rear leader to see that everyone has returned safely and that no one has been stranded.

### Substitute Leaders:

If a leader is unable to lead a scheduled hike, it is his/her responsibility to obtain a substitute and notify the Hike Leader coordinator regarding the change. Should this be impossible, the leader in consultation with the hike Coordinator will notify all the participants that the hike has been cancelled on the CAC Meetup website and note the cancellation on the Hike description.

Hike Coordinator: Linda Kumataka: 415-815-8991;  
lkumataka@hotmail.com

*Thank you, and have a wonderful time!*