



## Warming Hut Volunteer Guide

The Warming Hut is open from 8am to 3pm

1. BRING 3 GALLONS OF WATER!!
2. When you enter the Park, stop at the office and tell the person at the office window that you are the Friends member that will be volunteering at the Warming Hut. Ask for the Warming Hut key so you can have access to the supplies in the locked storage room.
3. Drive to the Hut. Park to the side of the Hut to keep the lake view unobstructed.
4. Supplies and equipment are stored in the storage room inside the Hut on the upper level. Most of the supplies are in the coolers and totes. The first thing that needs to be done is to set up the folding table along the left wall (as you face the lake). The table may be there already. Next, place the large metal coffee maker on the end of the table that is closest to the lake. Put about 2 gallons of water in the coffee maker and plug the unit into the power outlet under the large window. The water can be heating while you set up the rest of the supplies.
5. Cocoa, tea, cups, spoons, cookies, dog treats and 'donation can' should be placed on the folding table. The cookies should be on paper plates for easy patron access. -Hint- when you make hot cocoa, stir the cocoa and water really well to mix them. Put a couple of dollars in the 'donation can' for 'seed money'. Place the dog bowl with water added on the floor near the door end of the table. When finished, place the Hot Cocoa and Cookies sign next to the road in front of the Warming Hut. The sign is in the wood storage room. When supplies are low, contact a Friends officer to let them know about the need for more supplies.
6. Friends membership applications are in the wall mounted racks. If a patron joins the Friends, give them a membership application, and take the completed application and membership fee to the office at the end of the day.
7. Throughout the day, it will be necessary to add wood to the fireplace and outdoor fire ring. ALWAYS wear the large gloves when opening and closing the fireplace doors, the handles are HOT!
8. There is a composting toilet next to the Hut, as well as porta potties near the beach. The camping 'Loop A' heated bathroom is also open.
9. The last Friends member at the Warming Hut for the day should clean the folding table, put all the supplies back in the storage room. Leave the Hut as you would like to find it, clean, neat, and orderly. Return the 'Hot Cocoa and Cookies' sign to the wood storage room. Upon leaving, stop at the office to sign out and give monetary donations, completed membership applications and Warming Hut key to the attendant. Remember to keep the Friends donation money and membership money separate.

**Thank you for volunteering at the Warming Hut!**