

## 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 and a Park Radio for EMERGENCY communications because cell coverage at the Hut is minimal. 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, include a note saying what supplies are low in the 'Money Zip Lock Bag' described in item 9.
6. Friends' membership applications are in the wall mounted racks. When a patron joins the Friends, place the completed application and fee in an envelope labeled membership then place everything in separate Zip Lock Bag. Referenced in step 9.
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. Return ALL food items, table cloths, napkins, paper and plastic plates, and utensils to the metal cooler. All cleaning supplies, spray cleaners, wipes and paper towels go in a plastic tote labeled "Cleaning Supplies Only".

10. Money donations should be put into an envelope then a zip lock plastic bag along with the total, your name and the date. The zip lock bags from steps 5, 6 and 9 should be taken to the office area where the Friends have installed a 'Lock Box', (next to the Little Free Library). Place Ziplock bags in this new box for pick up by Friends Treasurer. The Hut Key and Park radio should also be returned to the office at this time.

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