



## Crisp Point Light Historical Society Volunteer Keepers Sign-Up Procedure

- **Purpose**

The purpose of this procedure is to establish a fair and equitable means for all CPLHS Members to sign up to be volunteer keepers at the Crisp Point Lighthouse. Additionally, this affords the CPLHS Board of Directors time to perform necessary functions at the lighthouse and to keep the number of recreational units at a defined limit for compliance with State and local regulations.

- **Procedure**

1. Prospective keepers and assistant keepers must be members in good standing of CPLHS when scheduling time to be keepers and at the time you are keepers. To renew or become a member of CPLHS, go to <https://www.crisppointlighthouse.org/member.html>. If any person has pleaded guilty to, pleaded no contest to, or has been convicted of any felony charges (except theft), that person shall be prohibited from being a volunteer lighthouse keeper. If any person has pleaded guilty to, pleaded no contest to, or has been convicted of any crime regarding theft, whether the charges are misdemeanor or felony in nature, that person shall be prohibited from being a volunteer keeper, at the discretion of the Board of Directors. Discretion of the Directors is to be guided by the following, but is not limited to the following:  
1. Remoteness of event; 2. References from other volunteer organizations/people; 3. Relationship between crime and being a volunteer keeper; and 4. Perceived level of rehabilitation.
2. Reservations for the current year may be scheduled by contacting the CPLHS Keeper Coordinators at [keepercoordinator@crisppointlighthouse.org](mailto:keepercoordinator@crisppointlighthouse.org) starting November 1 at 12:00 am EST. **Beginning November 1, reservations for the next year will be based on the first-received requests.** No reservation requests will be accepted prior to November 1, for the following year. It is encouraged to list, in order of preference, three different timeframes to increase the probability of receiving your desired date. Along with three date ranges, you must supply a telephone number and the email address you wish to be contacted on regarding your request. Once a reservation has been assigned, no changes to the keepers, or their assistant(s), may be made without approval of the CPLHS Keeper Coordinators. You must e-mail the Keeper

Coordinators because only authorized people can update the online keeper calendar. Your membership status will be verified using the latest membership data file prior to being posted online.

3. Check the online keeper calendar at:

<https://www.localendar.com/public/crisppointlighthouse> to check for available dates. If an opening comes up that needs to be filled due to a cancellation, CPLHS Board Members will get the first chance at reserving the openings. The Keeper Coordinators will keep a waiting list of people who are interested in being contacted in case of cancellations and will start contacting people on the list. Members that applied to be keepers yet did not get a date will automatically be put on the cancellation waiting list. To be put on this cancellation waiting list, you will need to fill out the form at this link: <https://docs.google.com/forms/d/e/1FAIpQLSdQLNY33ECKdKU6NU-tgUVCCFxj0GSIaEIEaRSoV5eMc1eG0g/viewform?usp=publish-editor> starting on November 1<sup>st</sup> just as you would to sign-up to be keepers. At the end of the season, the list will become inactive, and you will need to fill out the form again starting on November 1<sup>st</sup> for the next season's list.

4. If the openings are not filled, we will post it on our CPLHS Facebook Group page at <https://www.facebook.com/groups/crisppointlighthouse>, the Crisp Point Light Keepers Facebook Group page at <https://www.facebook.com/groups/crisppointlightkeepers>, the Crisp Point Lighthouse Facebook page at <https://www.facebook.com/crisppointlighthouse>, and on the online keeper calendar.

5. If the openings are still not filled, a mass email will be sent out to the membership of CPLHS seeking volunteers.

6. **A minimum of two adults** (18 years of age or older) **are required.** **However, four adults are recommended. There is a maximum of six adults per Keeper Group.** All adults must be members of CPLHS, and are considered keepers. Keep in mind you are representing CPLHS as volunteer keepers. You are encouraged to bring your children / grandchildren to share the experience with. An adult must be present in the Visitors Center during the normal business hours of 10:00 AM – 6:00 PM. No one under the age of 18 is permitted to run the Visitor Center alone. You may schedule from **one to five days**. Incoming keepers are allowed to use one of the cement pads starting the day before their scheduled keeping date. Outgoing keepers may stay the night their duties end but must vacate and remove their equipment from all keepers' areas by 9:00 AM the following morning. It is strongly

recommended that incoming keepers contact the outgoing keepers at the visitor center (906-658-3800) during normal business hours to coordinate arrivals and departures from Crisp Point, especially if campers are involved. Some of the county roads are very narrow! Keepers need to adhere to the posted Quiet Hours at the site.

7. Keepers may be from different families and occupy both keeper pads with their recreational units providing one pad is vacated for the incoming keepers prior to their arrival. Each keeper group is limited to two recreational units. Under no condition shall there be more than two Keeper camps set up (example: camper & a tent or two campers) except during the overlap period mentioned above without the expressed written consent of the Keeper Coordinator. **At no time may there be more than four overnight recreational units, including all incoming keepers, outgoing keepers, and CPLHS Board Members.** A recreational unit means a tent or vehicular-type structure, primarily designed as temporary living quarters for recreational, camping, or travel use, which either has its own motive power or is mounted on or drawn by another vehicle which is self-powered. A tent means a collapsible shelter of canvas or other fabric stretched and sustained by poles and used for camping outdoors.
8. The member making the reservation is considered the Head Keeper and is responsible for obtaining Assistant Keepers if desired, as stated above they must be members in good standing at time of reservation and keeping.
9. The reservation will be sacrificed if the Head Keeper fails to fill out and return the Guidelines Acknowledgment page to the Keeper Coordinator by the date specified and one warning email.
10. The online calendar will state “filled” so members may know what dates are available. The **initial of the first name** and **initial of the last name of all adults** and the **number of recreational units** will be entered into the online CPLHS calendar to keep track of who is scheduled. No other personal information will be posted online. Your e-mail and phone numbers will be available to CPLHS Board Members, Visitor Center staff, and select CPLHS Members, such as but not limited to the incoming/outgoing keepers so they may contact one another in advance. Once approved as keepers you may become members of the Crisp Point Light Keepers Facebook Group per your request. However, you must “like” the Crisp Point Lighthouse Facebook page at <https://www.facebook.com/crisppointlighthouse> and request membership by emailing Cameron Lovett at

[crisppointlighthouse@yahoo.com](mailto:crisppointlighthouse@yahoo.com) for us to be able to add you to the private group.

11. There is the potential a CPLHS Board Member or Members may be on the lighthouse grounds to monitor ongoing work projects or perform maintenance as long as the number of overnight recreational units does not exceed four. If Board Members would like to spend the night, they are to contact the CPLHS Keeper Scheduler in advance to verify we do not exceed the maximum of four overnight recreational camping units on the lighthouse grounds and have their name and number of recreation units added to the calendar. Keeper pads will only be available to the Board Member if they are not being used by the scheduled keepers at the time.
  
12. Disclaimers: This procedure is subject to change at any time by vote of the CPLHS Board. Please be aware that there are times when the Board may decide to have a Member's Only Camping Event in which we would likely exceed the four recreational camping units on the lighthouse grounds, in which CPLHS will obtain a temporary camping license from the LMAS Health Department. The scheduled keeper(s) will occupy the keeper pads and additional recreational units will be placed according to the temporary campground site map. It is also possible that restoration work by volunteers and contractors may occur as needed during your stay.