



# Crisp Point Light Historical Society

## Volunteer Keepers Sign-Up Procedure

### Purpose

The purpose of this procedure is to establish a fair and equitable process for all CPLHS members to sign up as volunteer keepers at Crisp Point Lighthouse. This procedure also provides the CPLHS Board of Directors with the opportunity to perform necessary work at the lighthouse while maintaining the number of recreational units within State and local regulatory limits.

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### Procedure

#### 1. Eligibility Requirements

##### Membership

- Prospective Head Keepers and Assistant Keepers must be **CPLHS members in good standing** both:
  - when making a reservation, and
  - during their scheduled keeper assignment.
- To become a member or renew your membership, visit:  
<https://www.crisppointlighthouse.org/member.html>

##### Criminal Background Restrictions

Individuals are not eligible to serve as volunteer keepers under the following circumstances:

- Any person who has pleaded guilty, pleaded no contest, or been convicted of any felony offense (except theft) is prohibited from serving as a volunteer lighthouse keeper.
- Any person who has pleaded guilty, pleaded no contest, or been convicted of any theft-related offense (misdemeanor or felony) may be prohibited from serving at the discretion of the CPLHS Board of Directors.

When considering theft-related offenses, the Board may consider factors including, but not limited to:

1. The length of time since the offense.
2. References from volunteer organizations or individuals.
3. The relationship between the offense and volunteer keeper responsibilities.

4. Perceived level of rehabilitation.
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## 2. Keeper Reservations

Reservations for the **2027 Keeper Season** will open:

- **Date:** November 1, 2026
- **Time:** 8:00 AM EST

Reservations are assigned on a **first-received** basis.

Reservation requests must be submitted using the **2027 Keeper Sign-Up Form**:

<https://forms.gle/vZHZNqLvnb1dTs8>

No requests submitted before **8:00 AM EST on November 1** will be accepted.

### Reservation Request Requirements

Applicants are encouraged to:

- List **one to three preferred date ranges** to improve scheduling flexibility.
- Provide:
  - a telephone number, and
  - the email address where they wish to receive correspondence.

If requested dates are unavailable:

- you are given the option to have the Keeper Coordinator offer alternate dates;
- alternate dates must be accepted within **24 hours**;
- otherwise, those dates will be forfeited and the Keeper Coordinator will move onto the next person on the list.

### Reservation Changes

Once a reservation has been assigned:

- no changes to the Head Keeper or Assistant Keepers may be made without approval from the CPLHS Keeper Coordinators.
- Requests for changes must be emailed to:

[keepercoordinator@crisppointlighthouse.org](mailto:keepercoordinator@crisppointlighthouse.org)

Only authorized personnel may update the online keeper calendar.

Membership status will be verified using the current membership database before reservations are posted online.

### **Checking Availability**

Open dates can be viewed at any time on the online keeper calendar:

<https://www.localendar.com/public/crisppointlighthouse>

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### **3. Cancellations and Waiting List**

If a keeper reservation becomes available due to cancellation, openings will be filled on a **first-come, first-served** basis.

Notifications will occur in the following order:

1. CPLHS Board Members
2. Members on the CPLHS Cancellation List
3. Public announcements through:
  - CPLHS Facebook Group
    1. <https://www.facebook.com/groups/crisppointlighthouse>
  - Crisp Point Light Keepers Facebook Group
    1. <https://www.facebook.com/groups/crisppointlightkeepers>,
  - Crisp Point Lighthouse Facebook Page
    1. <https://www.facebook.com/crisppointlighthouse>
  - Online Keeper Calendar
4. All CPLHS members on the email distribution list

### **Cancellation List**

The Keeper Coordinators maintain a cancellation list for members interested in short-notice openings.

Members who applied but did not receive a reservation will be provided the opportunity to join this list.

To join the cancellation list, complete:

<https://docs.google.com/forms/d/e/1FAIpQLSdQLNY33ECkdKU6NU-tgUVCCFxj0GSIaEIEaRSoV5eMc1eG0g/viewform?usp=publish-editor>

Additional information:

- The cancellation form opens each **November 1**.
- It closes at the end of each keeper season.
- Registration is valid for only one keeper season.
- Members wishing to remain on the list must reapply every year.
- To be removed from the cancellation list, email:

[keepercoordinator@crisppointlighthouse.org](mailto:keepercoordinator@crisppointlighthouse.org)

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#### **4. Keeper Groups and Camping**

##### **Group Size**

- Minimum: **2 adults (18 years or older)**
- Recommended: **4 adults**
- Maximum: **6 adults**

All adults are considered keepers and must be CPLHS members in good standing.

Children and grandchildren are welcome to accompany keeper groups.

##### **Visitor Center Staffing**

An adult must staff the Visitor Center during normal operating hours:

**10:00 AM – 6:00 PM**

Individuals under age 18 may not operate the Visitor Center alone.

##### **Length of Stay**

Keeper assignments may range from:

- **1 to 5 days**

##### **Arrival and Departure**

Incoming keepers:

- may occupy one keeper camping pad beginning the day before their scheduled assignment.

Outgoing keepers:

- may remain overnight following their final keeper day;
- must remove all equipment and vacate keeper areas by **9:00 AM** the following morning.

Incoming keepers are strongly encouraged to coordinate arrival and departure times with outgoing keepers by calling the Visitor Center during normal business hours:

**906-658-3600**

This is especially important when campers are involved, as some county roads are very narrow.

All keepers must observe posted Quiet Hours.

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## **5. Recreational Unit Limits**

Keeper groups may consist of members from different families and may occupy both keeper pads provided one pad is vacated before incoming keepers arrive.

Each keeper group is limited to:

- **2 recreational units**

Examples include:

- two campers
- one camper and one tent

Except during the approved overlap period, more than two keeper camps are prohibited without written approval from the Keeper Coordinator.

At no time may there be more than:

- **4 overnight recreational units**

This total includes:

- incoming keepers,
- outgoing keepers, and

- CPLHS Board Members.

## Definitions

### Recreational Unit

A tent or vehicular-type structure designed as temporary living quarters for recreational, camping, or travel use, whether self-propelled or towed.

### Tent

A collapsible shelter made of canvas or similar fabric supported by poles and intended for temporary living quarters.

A pop-up canopy used only for shade or outdoor cooking is **not** considered a recreational unit.

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## 6. Head Keeper Responsibilities

The member making the reservation is designated as the **Head Keeper**.

The Head Keeper is responsible for:

- obtaining Assistant Keepers, who must also be members in good standing;
  - ensuring all members of their keeper group comply with CPLHS policies and procedures.
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## 7. Reservation Confirmation

Reservations will be forfeited if the Head Keeper fails to:

- complete and return the Guidelines Acknowledgment page by the specified deadline; and
  - respond after one reminder email from the Keeper Coordinator.
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## 8. Online Calendar and Privacy

The online calendar will display reservations as "**Filled**" to indicate unavailable dates.

The following information will be posted:

- first initial and last initial of each adult keeper;
- number of recreational units.

No additional personal information will appear publicly.

Email addresses and telephone numbers will be available only to:

- CPLHS Board Members,
- Visitor Center staff,
- designated CPLHS volunteers, including incoming and outgoing keepers, for coordination purposes.

### **Facebook Groups**

Approved keepers may request membership in the private **Crisp Point Light Keepers Facebook Group**.

To be added:

1. Like the Crisp Point Lighthouse Facebook page.
2. Email Cameron Lovett at:

[crisppointlighthouse@yahoo.com](mailto:crisppointlighthouse@yahoo.com)

requesting membership.

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## **9. Board Member and Maintenance Committee Camping**

Board Members or individuals on the Maintenance Committee may be present at the lighthouse to oversee projects or perform maintenance.

Board Members or Maintenance Committee Members wishing to stay overnight must:

- have approval from Maintenance Committee Chairperson (Committee members only, board members don't need approval from the chairperson unless they are performing maintenance projects);
- contact the Keeper Coordinator in advance;
- verify that the maximum limit of four overnight recreational units will not be exceeded; and
- have their names and recreational units added to the calendar.

Keeper pads may only be used by Board Members or Maintenance Committee Members when they are not occupied by scheduled keepers.

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## **10. Disclaimers**

This procedure may be amended at any time by vote of the CPLHS Board of Directors.

The Board may also schedule Members-Only Camping Events. During these events:

- the four-unit camping limit may be exceeded;
- CPLHS will obtain any required temporary campground license from the LMAS Health Department;
- scheduled keepers will retain the designated keeper pads;
- additional campers will be assigned according to the temporary campground site plan.

Volunteer restoration projects and contractor work may also occur during any keeper assignment as needed.