



# **Sable Points Lighthouse Keepers Association**

## **Volunteer Keeper Application 2018**

**Please read the following and initial (if filing jointly both initials required) to confirm that you have read and agree to all terms. Submit all requested documents with your application:**

**All Applicants:** (please initial)

\_\_\_\_\_, \_\_\_\_\_ must be 18 years of age or older

\_\_\_\_\_, \_\_\_\_\_ must be current members of SPLKA or submit membership at this time

\_\_\_\_\_, \_\_\_\_\_ must complete and sign this application form AND the Keepers Expectations & Guidelines document

\_\_\_\_\_, \_\_\_\_\_ must return all documents, membership & confirmation fee before being scheduled

\_\_\_\_\_, \_\_\_\_\_ agree to a background check prior to schedule confirmation **\*\* (if you don't have one on file)\*\***

\_\_\_\_\_, \_\_\_\_\_ I understand that there is no compensation for this position and also fully understand that, if accepted, I am agreeing to work at the lighthouses on the days and dates assigned to me for eight to ten hours each day. I also understand that weekends are busy and know that everyone is expected to work on weekends. I understand that some aspects of the responsibilities, particularly providing of tower tours require vigorous health and the ability to deal with the public, climb the tower, and handle unexpected emergencies. I further understand that there are other duties including operating the gift shop and performing routine cleaning and maintenance projects.

\_\_\_\_\_, \_\_\_\_\_ I confirm that I am physically able to climb to the top of the lighthouse and perform all tasks outlined above do not anticipate any changes to my condition prior to me serving.

\_\_\_\_\_, \_\_\_\_\_ I agree to respect and abide by the rules and policies set forth by SPLKA, respect the program, the staff, the interns, and the association as a whole.

\_\_\_\_\_, \_\_\_\_\_ I agree to a personal interview, to attend the required orientation session, and to work all assigned hours if I am selected to be a resident volunteer lighthouse keeper.

\_\_\_\_\_, \_\_\_\_\_ I agree to hold the Sable Points Lighthouse Keepers Association, its employees and representatives, harmless from any and all claims, liability and expenses.

**First time applicants also include:**

\_\_\_\_\_ A letter stating why you want to be a volunteer keeper

\_\_\_\_\_ A brief resume outlining previous work and volunteer experiences

\_\_\_\_\_ Two letters of recommendation along with this application



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Name of applicant(s): \_\_\_\_\_

**New applicants must each submit a separate application form. Returning couples may fill out one application.**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

How do you want your first name to appear on your name tag? \_\_\_\_\_

Emergency Contact (Name, relationship, and phone number): \_\_\_\_\_

### **Please check/answer all that apply:**

\_\_\_\_\_ First time applicant                      \_\_\_\_\_ I applied previously but was not scheduled to work

\_\_\_\_\_ I am a returning volunteer keeper. ***I have been volunteering since \_\_\_\_\_ (year)***

List the number of years you have worked at    BSP \_\_\_\_\_    LSP \_\_\_\_\_    LNBL \_\_\_\_\_    WRLS \_\_\_\_\_

\_\_\_\_\_ I have visited one or more of the following lighthouses    LSP \_\_\_\_\_    BSP \_\_\_\_\_    LNBL \_\_\_\_\_    WRLS \_\_\_\_\_

\_\_\_\_\_ I haven't visited any of the SPLKA Lighthouses

\_\_\_\_\_ I have been a board member for SPLKA. If so when? \_\_\_\_\_

\_\_\_\_\_ I am willing to be a **substitute** keeper at the following lights.    BSP \_\_\_    LSP \_\_\_    LNBL \_\_\_    WRLS \_\_\_

\_\_\_\_\_ I can often be easily available please add me to the emergency cancellation list

\_\_\_\_\_ I am willing to work on Bus Days/Night at the Lights or for other special events at the lights

\_\_\_\_\_ Please indicate if you are willing to volunteer for two week consecutive stay at LNBL or LSP \_\_\_\_\_

List any skills you have that you would be willing to use to help further our mission: \_\_\_\_\_

Would you be willing to serve in other volunteer capacities? For example, word processing, data entry, fundraising, etc.? Please describe \_\_\_\_\_

When did you last attend a new keeper spring training? \_\_\_\_\_ If it has been more than 3 years, you must attend this year's spring training in order to be scheduled.



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**Special request section:**

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List the names of other applicants you would like to be scheduled with. While SPLKA will place couples together on the same tour of duty **we cannot guarantee placement requests with friends.**

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Do you have any special needs that should be considered during scheduling (arrival/departure days, bed size, specific days off, personality conflicts, no day off, etc)?\*\*

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\*\*We do our best to make your stay with us the best that we can. We offer great accommodations with the best views for our keepers with a fun, relaxed environment we share with 60,000-70,000 guest per year. Scheduling is complex and we may not be able to accommodate specific needs which may create a delay in processing your application and result in your selected tours being filled. Please keep special request minimal and understand if it doesn't fall within our policies it will create a delay in scheduling. If you have questions, please contact the operations manager at [splkaoperations@gmail.com](mailto:splkaoperations@gmail.com) or 231-845-7417.

- **Registration begins October 16<sup>th</sup> and will be scheduled at a first come/first serve basis at the discretion of the operations manager. Emails confirming tours will start going out mid-January.**
- **We will begin advertising to the public in December and continue to schedule first come/first serve.**

**Please get your applications in early to secure your favorite tour!**

**Please read carefully:**

My signature below indicates that I have read and understand this entire application, including the explanation of the keepers' duties, responsibilities, expectations and guidelines.

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

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

Application **MUST** be signed.

**There is a non-refundable confirmation fee of \$30.00 for single keepers and \$50.00 for keeper couples within the same family. This fee helps to offset increasing operational costs of your volunteer keepers' program.**

**Please mail your membership fee, confirmation fee along with your application, the expectations & guidelines form and supporting documents to PO Box 673, Ludington, MI 49431.**

## 2018 Schedule of Tours of Duty

Listed below are the tours of duty for BSP, LSP and LNBL lighthouses for the 2018 season. **Number in order of preference (at least 3 choices)** all the tours that you are available and interested in working at each lighthouse just in case your first choice does not work.

<b><u>Big Sable Point</u></b> Open May 7- October 28	<b><u>Little Sable Point</u></b> Open May 25 – Sept 23	<b><u>Ludington North Breakwater</u></b> May 25 – Sept 3
<ol style="list-style-type: none"> <li>1. ____ April 15-April 30 *</li> <li>2. ____ April 29 - May 14</li> <li>3. ____ May 13- 28</li> <li>4. ____ May 27- June 11</li> <li>5. ____ June 10- 25</li> <li>6. ____ June 24- July 9</li> <li>7. ____ July 8- 23</li> <li>8. ____ July 22- August 6</li> <li>9. ____ August 5 -20</li> <li>10. ____ August 19 - Sept 3</li> <li>11. ____ Sept 2 - 17</li> <li>12. ____ Sept 16- Oct 1</li> <li>13. ____ Sept 30 – Oct 15</li> <li>14. ____ Oct 14 - 29</li> <li>15. ____ Oct 28 -Nov 12***</li> </ol> <p style="font-size: small; margin-top: 10px;">*Lighthouse is closed to public. Volunteers will clean and prep keepers' quarters, prep lighthouse and set up gift shop.</p> <p style="font-size: small; margin-top: 10px;">*** After Oct 28 volunteers will inventory pack up gift shop, deep clean, paint, repair, clean up outside etc.</p>	<ol style="list-style-type: none"> <li>1. ____ May 14 - 21*</li> <li>2. ____ May 21-28 * (open 26<sup>th</sup>)</li> <li>3. ____ May 28-June 4</li> <li>4. ____ June 4 -11</li> <li>5. ____ June 11-18</li> <li>6. ____ June 18 -25</li> <li>7. ____ June 25 - July 2</li> <li>8. ____ July 2 - 9</li> <li>9. ____ July 9-16</li> <li>10. ____ July 16-23</li> <li>11. ____ July 23-30</li> <li>12. ____ July 30- Aug 6</li> <li>13. ____ Aug. 6 -13</li> <li>14. ____ Aug. 13-20</li> <li>15. ____ Aug. 20-27</li> <li>16. ____ Aug. 27- Sept 3</li> <li>17. ____ Sept 3 - 10</li> <li>18. ____ Sept 10- 17</li> <li>19. ____ Sept 17-24</li> <li>20. ____ Sept 24- Oct 1*</li> </ol> <p style="font-size: small; margin-top: 10px;">* Lighthouse closed to public, Volunteers will clean and prep keepers' quarters or lighthouse tower for opening or closing season.</p>	<ol style="list-style-type: none"> <li>1. ____ May 14-21 *</li> <li>2. ____ May 21-28 * (open 26<sup>th</sup>)</li> <li>3. ____ May 28-June 4</li> <li>4. ____ June 4 -11</li> <li>5. ____ June 11-18</li> <li>6. ____ June 18-25</li> <li>7. ____ June 25- July 2</li> <li>8. ____ July 2 - 9</li> <li>9. ____ July 9 -16</li> <li>10. ____ July 16-23</li> <li>11. ____ July 23-30</li> <li>12. ____ July 30- Aug 6</li> <li>13. ____ Aug. 6 -13</li> <li>14. ____ Aug. 13-20</li> <li>15. ____ Aug. 20-27</li> <li>16. ____ Aug. 27- Sept 3</li> <li>17. ____ Sept 3- 10 *</li> </ol> <p style="font-size: small; margin-top: 10px;">* Lighthouse closed to public, Volunteers will clean and prep keepers' quarters for opening or closing season this may include inventory of merchandise, clean out tower, clean residence, and help with small maintenance items</p>

If you chose to file electronically you can mail or email additional documents and letters of recommendation directly to [splkaoperations@gmail.com](mailto:splkaoperations@gmail.com) with your name in the subject line. Please make sure you have filled out the application completely and submit the documents to prevent delay in processing your application.

**White River Light Station Day Keeping  
May 25 – October 28**

There will be opportunities for “day keepers” to work at the WRLS during the 2018 season. There is no housing available for the day keepers at WRLS. If you are interested and available to work a day/weekend during the season at the light station, please indicate below:

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If you are interested in volunteering at the White River Light Station you will be contacted as for the dates that are available.

(For Staff Only)

<b>All Volunteers</b>	<b>Additional Requirements New Volunteers</b>
_____ Current Membership	_____ Letter of Interest
_____ Confirmation Fee	_____ 2 letters of recommendation
_____ Expectations & Guidelines	_____ Resume
_____ Background Check Required	_____ Interview- _____
Sent _____	_____ Lighthouse History
Received _____	
_____ Spring Training	
_____ File updates complete	

Scheduled Tour(s) _____  Tour Letter Sent (email) _____  Comments:
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