



Sable Points Lighthouse Keepers Association

Volunteer Keeper Application 2017

Please read the following and initial to confirm all that apply. 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 currently 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 possibly maintenance projects.

_____ 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 they want to be a volunteer keeper

_____ A brief resume outlining previous work and volunteer experiences

_____ Two letters of recommendation along with this application

If you chose to file electronically you can mail or email additional documents and letters of recommendation directly to 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.



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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:

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.**

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)?**

**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 or 231-845-7417.

- **Registration begins October 17th and will be scheduled at a first come/first serve basis at the discretion of the operations manager. Emails confirming tour 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.

If you do not file electronically please mail your membership fee, confirmation fee along with your application and the expectations & guidelines form to PO Box 673, Ludington, MI 49431.

2017 Schedule of Tours of Duty

Listed below are the tours of duty for BSP, LSP and LNBL lighthouses for the 2017 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.

<u>Big Sable Point</u> Open May 8-Nov 4	<u>Little Sable Point</u> Open May 26 – Sept 24	<u>Ludington North Breakwater</u> May 26 – Sept 4
1. ____ April 17-May 1 *	1. ____ May 15-21 *	1. ____ May 15-21 *
2. ____ April 30 - May 15 (opens 8 th)	2. ____ May 22-28 * (open 26 th)	2. ____ May 22-28 * (open 26 th)
3. ____ May 14- 29	3. ____ May 29-June 4	3. ____ May 29-June 4
4. ____ May 28- June 12	4. ____ June 5-11	4. ____ June 5-11
5. ____ June 11- 26	5. ____ June 12-18	5. ____ June 12-18
6. ____ June 25- July 10	6. ____ June 19-25	6. ____ June 19-25
7. ____ July 9- 24	7. ____ June 26- July 2	7. ____ June 26- July 2
8. ____ July 23- August 7	8. ____ July 3- 9	8. ____ July 3- 9
9. ____ August 6-21	9. ____ July 10-16	9. ____ July 10-16
10. ____ August 20- Sept 4	10. ____ July 17-23	10. ____ July 17-23
11. ____ Sept 3- 18	11. ____ July 24-30	11. ____ July 24-30
12. ____ Sept 17- Oct 2	12. ____ July 31- Aug 6	12. ____ July 31- Aug 6
13. ____ Oct 1- 16	13. ____ Aug. 7-13	13. ____ Aug. 7-13
14. ____ Oct 15- 30	14. ____ Aug. 14-20	14. ____ Aug. 14-20
15. ____ Oct 29- Nov 13 (***closes Nov. 4 th)	15. ____ Aug. 21-27	15. ____ Aug. 21-27
*Lighthouse is closed to public. Volunteers will clean and prep keepers' quarters, prep lighthouse and set up gift shop.	16. ____ Aug. 28- Sept 3	16. ____ Aug. 28- Sept 3
***Extended season for BSP Anniversary!! After Nov. 4 th , volunteers will inventory pack up gift shop, deep clean, paint, repair, etc.	17. ____ Sept 4- 10	17. ____ Sept 4- 10 *
	18. ____ Sept. 11-17	* Lighthouse closed to public, Volunteers will clean and prep keepers' quarters for opening or closing season Volunteers will prep and clean lighthouse tower and Gift Shop
	19. ____ Sept. 18-24	
	20. ____ Sept. 25- Oct 1 *	
	* Lighthouse closed to public, Volunteers will clean and prep keepers' quarters or lighthouse tower for opening or closing season.	

White River Light Station Day Keeping

There will be opportunities for “day keepers” to work at the WRLS during the 2017 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)

All Volunteers

_____ Current Membership
_____ Confirmation Fee
_____ Expectations & Guidelines
_____ Background Check Required
Sent _____
Received _____
_____ Spring Training
_____ File updates complete

Additional Requirements New Volunteers

_____ Letter of Interest
_____ 2 letters of recommendation
_____ Resume
_____ Interview- _____
_____ Lighthouse History

Scheduled Tour(s) _____

Tour Letter Sent (email) _____

Comments: