

Volunteer Keeper's Handbook

Instructions to Light Keepers



Sable Points Lighthouse Keepers Association

This handbook belongs to:

I have been volunteering since:

Table of Contents

- Introduction..... 3
- Volunteering with SPLKA..... 4
 - Volunteer Assignments*.....5
 - Volunteer Training*.....5
- Lighthouse Restoration..... 6
- Keeper Conduct 6
 - Reporting Misconduct*.....7
 - Image*7
 - Guests of Volunteers*8
 - Volunteer Absence*8
- Living & Working at the Lights..... 9
 - Michigan Recreation Passports* 9
 - Keeper’s Guides* 9
 - Volunteer Residences*..... 10
 - Household Duties* 10
 - General Maintenance*..... 11
 - Volunteer Days Off*..... 11
 - Volunteer Keeper Discount* 12
 - Working in the Gift Shop* 12
 - Tower Guidelines*..... 13
- Safety at the Lights 13
 - Non-Emergency Contacts*..... 13
 - Lighthouse & Residence Security*..... 14
 - Inclement Weather & Tower Closings* 14

When to Close 14

Crowd Management & Guest Safety..... 15

Incident Reports & Event Assignments 15

Big Sable Point & the Ludington State Park..... 16

Living in the Keeper's Quarters..... 17

Accessing Big Sable & Access Road Usage..... 17

Service Animals at Big Sable..... 18

Little Sable Point & the Silver Lake State Park..... 19

Living at the Residence 20

Accessing the Little Sable Point Tower 20

Service Animals at Little Sable 21

Ludington N. Breakwater & Stearns Beach 22

Living at the Residence 23

Accessing the Ludington N. Breakwater..... 23

Service Animals at Ludington N. Breakwater..... 23

White River Light Station & Museum 25

Living in the Keeper's Quarters..... 25

Service Animals at WRLS..... 26

Frequently Asked Questions 27

NOTES 28

Introduction

Sable Points Lighthouse Keepers Association (SPLKA) operates and maintains four lighthouses: Big Sable Point Lighthouse, Little Sable Point Lighthouse, Ludington North Breakwater Lighthouse, and White River Light Station. Together, our lights stretch along fifty miles of Lake Michigan coastline, making SPLKA one of Michigan's largest lighthouse preservation organizations.

Volunteer work is the foundation of our organization. Without the perseverance of a small group of Ludington locals who volunteered their time and resources to save Big Sable Point Lighthouse from demolition in 1987, it is undeniable that SPLKA would not exist as it does today. That small group of volunteers and their efforts became the groundwork for Sable Points Lighthouse Keepers Association, formerly Big Sable Point Lighthouse Keepers Association (1987-2012).

Since its incorporation as a nonprofit 501(c)(3) in 1991, SPLKA continues its efforts for historical preservation through partnerships with local and state authorities. Under a lease agreement with the State of Michigan, SPLKA can operate and maintain Big Sable Point Lighthouse and Little Sable Point Lighthouse—the latter for which the lease was acquired in 2004. Similarly, a partnership with the City of Ludington has allowed SPLKA to care for the Ludington North Breakwater Lighthouse since 2006. In 2012, SPLKA established an operating agreement with Fruitland Township for the White River Light Station which also serves as a maritime museum to West Michigan today.

Although SPLKA was awarded the Governor's Award for Historic Preservation in 2018, our efforts for historical preservation and education are not finished. With the help of our many dedicated volunteers, members, board, staff, and donors, Sable Points Lighthouse Keepers Association can continue to fulfill its mission *"to preserve, promote, educate the public, and make our lighthouses accessible to all."*

This Volunteer Keeper’s Handbook is your first point of reference for general policies and procedures while you are volunteering with us. If you have additional questions, please contact our office.

SPLKA Office	(231) 845-7417	office@splka.org
--------------	----------------	------------------

Volunteering with SPLKA

Our organization offers various volunteer opportunities and we often have more than 200 volunteers working with us in any given season. All volunteers must be a member of SPLKA and agree to a background check prior to scheduling to be eligible for any volunteer opportunity. Members can volunteer for restoration, maintenance, and office projects, special events, or working in the lighthouse as a keeper.

All restoration/maintenance or grounds work projects are coordinated under the direction of the restoration and maintenance supervisor. Special events include concert series, Bus Days, and other events hosted by or in partnership with SPLKA. Day keeping assignments are half- to full-day commitments and are available at all of our lighthouses. Special events and day keeping are perfect opportunities for members who are local and/or want to be involved but may have a limited schedule.

Resident lighthouse keeping is our most popular volunteer opportunity and also available at all of our lighthouses. Resident keeping is a one- or two-week commitment in which volunteers stay on-site or at a residence nearby their assigned lighthouse. In addition to membership, resident volunteer keepers must be at least eighteen years of age

SPLKA is committed to providing equal volunteer opportunities to all persons. If you require specific accommodations, please contact the operations manager.

Volunteer Assignments

All volunteer assignments and schedules are created on a first-come/first-serve basis at the discretion of the operations manager.

Day keepers and event volunteers will receive schedules as they are created and/or updated by the operations manager. Resident volunteer keepers will receive an assignment packet for each tour to which they are assigned. Assignment packets are distributed in the winter by the operations manager as tour schedules are completed and updates may be issued as needed throughout the season. Assignment packets contain contact information for the volunteers with whom you are assigned and instructions specific to volunteering and living at your assigned lighthouse/residence. Assignments packets are distributed via email; if you need your assignment packet mailed to you, please contact the operations manager.

Volunteer Training

All volunteers are required to attend our annual spring training event every 3 years or as needed based on organization needs. Spring training is typically scheduled for the end of April and hosted in a hybrid format for volunteers to attend in-person or synchronously online. Invitations for spring training are sent via email by the operations manager. Please note, spring training is a recorded event. If a volunteer is unable to attend spring training either in person or online the day of the event, a recording of the training and a short quiz will be sent to those who need it to complete on their own time. Volunteers who need the recorded session and quiz must complete spring training before they arrive for their assigned shifts or tours.

Resident volunteer keepers are also provided with an on-site orientation and training during their tour. During orientation, a SPLKA staff member will meet volunteers at their residence to review policies and procedures specific to the lighthouse at which they are volunteering. Volunteers should be ready for the day before orientation begins as it will end in the gift shop/at the lighthouse

with gift shop/sales training. The date and time of your orientation will be specified in each assignment packet. Day keepers may receive notice of on-site training sessions throughout the season and attendance may be required at the discretion of the SPLKA staff. For any volunteer who would like additional training, please contact the operations manager to schedule a date and time.

Lighthouse Restoration

As part of our mission's goal of preservation, SPLKA has ongoing restoration projects at all four lights. As a registered historic structure, any alterations at any lighthouse must align with state restoration plans and regulations. Volunteers are not permitted to do any maintenance work to any SPLKA facility without the prior approval of the restoration and maintenance supervisor.

Keeper Conduct

All volunteers are held to a high standard of professionalism and cooperation regardless of years served. Expectations are outlined in each volunteer application under the *Keeper Conduct Policy* and are as follows:

1. Be inclusive, considerate, and respectful to your fellow keepers, guests, association, and staff. Do not argue or engage in physical, verbal, or emotional violence with guests, co-keepers, and staff. Avoid discussing personal religious or political beliefs with guests and co-keepers. We will not tolerate discriminatory behavior or harassment of any kind.
2. Communicate effectively, promptly, and appropriately with your fellow keepers and SPLKA staff.
3. Be collaborative, positive, and open-minded when interacting with co-keepers, staff, or guests.
4. Prioritize safety at the tower top.
5. Alcohol is not permitted inside any SPLKA tower and should not be consumed during hours of operation.
6. Complete tasks to the best of your ability, accurately, and honestly.
7. Diligently abide by all SPLKA and state park rules, guidelines, and expectations.

Failure to abide by the expectations outlined in the *Keeper Conduct Policy*, *Volunteer Keeper's Handbook*, and *Keeper's Guides* may result in immediate dismissal and/or disqualify an individual from future volunteer opportunities, no matter the time of discovery.

Reporting Misconduct

If any volunteer reasonably believes that some practice or activity of another volunteer is in violation of the *Keeper Conduct Policy* and its expectations, a written complaint must be filed by that volunteer with the operations manager and executive director. Volunteer misconduct should be reported as soon as possible.

Misconduct reports can be filed via email or online form. Volunteers who file a report via email should include the lighthouse at which they are volunteering, date of misconduct, a detailed description of the incident, and any witnesses. Emailed reports should be sent directly to the operations manager and executive director. Online misconduct reports can be submitted by the following link: <https://forms.gle/NZvsLmYiEGSvGKxq9> or by scanning the QR code. The QR code to make a misconduct report will also be available in each *Keeper's Guide* and residence bedroom.

SPLKA will not retaliate against any volunteer who in good faith makes a misconduct report. SPLKA will not unnecessarily disclose or threaten to disclose the identity of the volunteer who filed the misconduct report.



Image

As a representation of SPLKA, volunteers should maintain a clean and neat appearance of self, the lighthouse, residence, gift shop, and grounds.

Volunteers should dress in casual and comfortable clothing that is appropriate for greeting guests. It is recommended to dress in plain clothing (without branding, graphics, etc.) or SPLKA related clothing. Bathing suits, flip-flops, and/or bare feet is not appropriate and is prohibited during hours of operation. Volunteers will also be provided a name tag which identify them as volunteer lighthouse keeper, please wear them at all times while on duty.

Guests of Volunteers

Friends and family of volunteers are welcome to visit at the lights or residences during their scheduled tours. Please keep in mind that it may be busy during hours of operation with limited time for visits. We ask that you schedule your visits after the lights have closed for the day so that visits do not interfere with your work as a volunteer keeper. It is also important to respect the privacy needs of your housemates. Please coordinate your guests' visits with your co-keepers.

Volunteers' guests are not permitted to stay overnight at any SPLKA residence, even if they are a SPLKA member and trained volunteer. Guests are not permitted to help at the tower or in the gift shop unless they are current members of SPLKA and have received proper training from SPLKA staff. All substitute volunteers must be coordinated through the operations manager.

Volunteer Absence

If a volunteer is unable to serve an assigned shift or tour for any reason, it is important to inform the operations manager as soon as possible to allow for sufficient time to find a replacement if needed.

If you are feeling sick while serving a volunteer tour or shift, please isolate and inform the operations manager, site manager, or executive director as soon as possible. Early departure or cancellation of a volunteer tour or shift due to illness will not affect a volunteer's eligibility for future volunteer opportunities.

Living & Working at the Lights

Our volunteers are the first point of contact for our guests. Oftentimes, they will ask our volunteers about their experiences and how to get involved. In fact, a majority of new memberships and volunteers come from referrals from our current membership. While it is always ideal to put a potential new member/volunteer in contact with the operations manager, it is not always possible. Informational brochures and rack cards about our membership and volunteer programs are available at each lighthouse or online at www.splka.org.

If media representatives (newspaper, radio, etc.) ask for information about SPLKA or to interview a keeper, please direct them to the marketing manager. Rather than taking a message, volunteers should share the appropriate contact information with the representative.

Michigan Recreation Passports

A Michigan Recreation Passport is required by the Michigan DNR for entry into the Ludington State Park or Silver Lake State Park. Michigan residents can purchase an annual or biennial Recreation Passport through the Secretary of State with the renewal of a license plate registration. Non-residents can purchase a daily or annual Recreation Passport at the state park. An annual non-resident Recreation Passport can also be purchased online at midnrreservations.com/store. The cost of Michigan Recreation Passports may vary based on the Consumer Price Index and is determined by the Federal Bureau of Labor Statistics. For more information and current Recreation Passport prices, please visit <http://www.michigan.gov/dnr/buy-and-apply/rec-pass>.

Keeper's Guides

Each location has a Keeper's Guide and Gift Shop Guide on-site. Each guide contains contact information for SPLKA staff and outlines policies and

procedures specific to the lighthouse at which you are volunteering. These guides are your first point of reference while serving a volunteer tour or shift. Guides are updated seasonally and should not be altered by any volunteer.

Volunteer Residences

The use of campers and tents is prohibited at any SPLKA residence, per Ludington State Park, Silver Lake State Park, and Fruitland Township guidelines.

Smoking, candles, and/or open flames are prohibited inside any SPLKA residence or facility. Smoking outside is permitted at least 50 feet from the building and all waste materials must be disposed of properly.

No pets belonging to any volunteer or guest are permitted inside any SPLKA residence. For questions regarding service animal accommodations at volunteer residences, please contact the operations manager.

Household Duties

All resident volunteers are expected to maintain a clean living space during their stay. When living with other volunteers, space often feels limited. Similarly, there may not be enough space or time for elaborate food preparation and we encourage volunteers to keep meals simple. Some volunteer groups prefer to plan meals in advance and share the food preparation responsibilities. If a volunteer does not wish to participate in meal sharing for any reason, please be respectful of your co-keeper's meal sharing decision.

On the day of your scheduled departure, please thoroughly clean the residence and leave it in move-in condition or better for the incoming volunteer group. You must pack out what you packed in. This means all food items, linens, and personal items. Small food items such as coffee or condiments tend to accumulate throughout the season and do not get used if left behind.

Each residence has a cleaning checklist available for volunteer reference.

General Maintenance

Generally, volunteers are expected to maintain a clean appearance of the light station exterior. This may include sand removal from sidewalks, watering flowers, and trash disposal/removal. There may be additional maintenance projects throughout the season based on organization and restoration needs. Tasks may be assigned as needed by the restoration and maintenance supervisor.

If there is a maintenance issue that presents an immediate safety concern, please contact the restoration and maintenance supervisor directly. All other maintenance issues that do not present an immediate threat to safety can be reported on the provided maintenance log available at each location.

Volunteer Days Off

Resident volunteers will have the option to take a day off throughout their tour. Those scheduled at Little Sable may take Wednesdays off, volunteers at Ludington N. Breakwater may take Thursdays off, and those scheduled at White River may take Fridays off. During these days local volunteers are scheduled at the lighthouse to keep it open. Volunteers at Big Sable will have Mondays off and are allowed an additional day off throughout their tour as long as:

1. no more than two volunteers are off at one time;
2. there are enough volunteers on duty (at least 4);
3. it is not a Bus Day;
4. it is not a weekend;
5. and there is not a scheduled school/large group visit.

Big Sable volunteers should decide within their group how days off are scheduled. Days off at Big Sable *must* have prior approval from the operations manager.

It is important to take advantage of this break from responsibilities and West Michigan has much to offer. Check out the following sites for event calendars and things to do while you are volunteering with us:

- Ludington: www.visitludington.com
- Ludington: www.downtownludington.org
- Silver Lake: www.thinkdunes.com
- White Lake: www.whitelake.org

Volunteer Keeper Discount

As a way to show our appreciation for our volunteers who invest their time and efforts into our organization, all volunteers are given a 30% discount on gift shop purchases while they are working; the discount applies to the entire shopping cart. The discount is for personal use only. SPLKA relies on gift shop revenue to support its mission, therefore, volunteers may not extend the discount to friends or family who visit them at the light during their stay.

Volunteers may not stack their keeper discount with other coupons or sales—i.e., if an item is already discounted, the greater of the two discounts will be applied. When purchasing an item from our gift shops, volunteers should have another trained volunteer with no relation to the purchaser, or a SPLKA staff person, complete the transaction. Keeper discounts are offered in-store at our lighthouses only.

Working in the Gift Shop

During busy hours of operation, there must be at least 2 volunteers in the gift shop, if possible. Only trained volunteers may operate the cash register (iPad/Square POS). Detailed instructions on using the point-of-sale system, and opening/closing procedures can be found in the Gift Shop Guide at each location. Volunteers should follow up with the marketing manager for further instructions as needed.

Tower Guidelines

Each location has a tower for guests to climb if they wish. Anytime a guest is climbing, there must be a volunteer at the top of the tower. This is to ensure safety at the tower top, but also make sure guests do not touch items they are not supposed to, such as the lens.

All guests must be at least 40 inches to climb any SPLKA tower and must be able to climb on their own—i.e., parents may not carry children while climbing the tower. Before climbing, please remind guests that backpacks, purses, food, or beverages are not allowed while climbing the tower. As a safety precaution, guests may not wear flip-flops while climbing the tower and sandals must have a heel strap. If necessary, guests may climb barefoot. Restricted items (shoes, bags, etc.) can be left in the gift shop behind/next to the register or at the base of the tower. Guests may bring their cameras and hats up with them, but they must be secured. Those descending any SPLKA tower have the right of way and guests should wait on a landing to pass. It is also important that guests do not run, lean over the gallery rail, spit, or throw items from the top of the tower to prevent injury. SPLKA is not responsible for any dropped, broken, or damaged items.

Safety at the Lights

Non-Emergency Contacts

Mason & Oceana County Dispatch (Non-Emergency)	(231) 869-5858
Whitehall Police Department (Non-Emergency)	(231) 894-2317
Muskegon County Dispatch (Non-Emergency)	(231) 722-3524

There are direct phone numbers and emails for SPLKA staff in each Keeper's Guide and posted in each gift shop. Please do not share staff's personal cell phone numbers with guests.

Lighthouse & Residence Security

All volunteers will be provided a set of keys to their assigned lighthouse and residence. Making a copy of any key is strictly prohibited.

Volunteers should be in possession of a set of keys at all times to avoid accidentally being locked out of any building. Keys may also be needed for numerous tasks throughout the day. All exterior doors not being used for guest entrances/exits at any tower/gift shop must be locked at all times. Please lock each window and door on the first floor before you leave the premises after business hours and/or at night. Additionally, each residence can be locked. If volunteers are concerned about the safety of their personal property, they should lock their bedroom/closet door for the day if possible. Volunteers *may not* keep personal belongings in any gift shop safe. If your bedroom/residence key does not work, or you lost the set provided, please contact the restoration and maintenance supervisor. SPLKA is not responsible for any items lost or stolen.

Incident Weather & Tower Closings

Weather on Lake Michigan can be unpredictable at times. While it is our goal to keep our lights open to the public, there may be times where it is unsafe to do so. Most often, our volunteers are our eyes and ears at each lighthouse. If severe weather is approaching, please determine within your group if it is necessary to close the tower either temporarily or for the day. Do not feel obligated to keep the light open if it is too dangerous to do so, safety is our number one priority. If it becomes necessary to close for the day, please follow the end of day procedures found in the on-site Gift Shop Guide and notify the SPLKA office or marketing manager.

When to Close

As a general rule, if you experience thunder or lightning during hours of operation, please evacuate the tower. Allow 30 minutes after the last lightning strike/sound of thunder before re-opening.

Specific guidelines for inclement weather closures at each location can be found in the respective Keeper's Guide.

Crowd Management & Guest Safety

If necessary, volunteers may restrict the number of guests climbing the tower at any time to prevent overcrowding. The space at the top of the tower is limited and overcrowding on the stairs, gallery, or inside the tower top may lead to injury. Specific guidelines to prevent overcrowding can be found in the Keeper's Guides at each location. Please also refer to *Tower Guidelines* for further instructions of guest safety in the tower.

If guests do not comply with the safety guidelines, you may politely ask them to return to the ground. If they refuse and/or become unruly, please contact the state park (Big Sable and Little Sable), township police (White River), or non-emergency dispatch (Ludington N. Breakwater).

It is not required for our volunteers to be certified in First Aid and CPR, though it is encouraged. Please contact the Red Cross or American Heart Association in your area to learn more about certification. If a situation arises that requires immediate attention, please call 9-1-1.

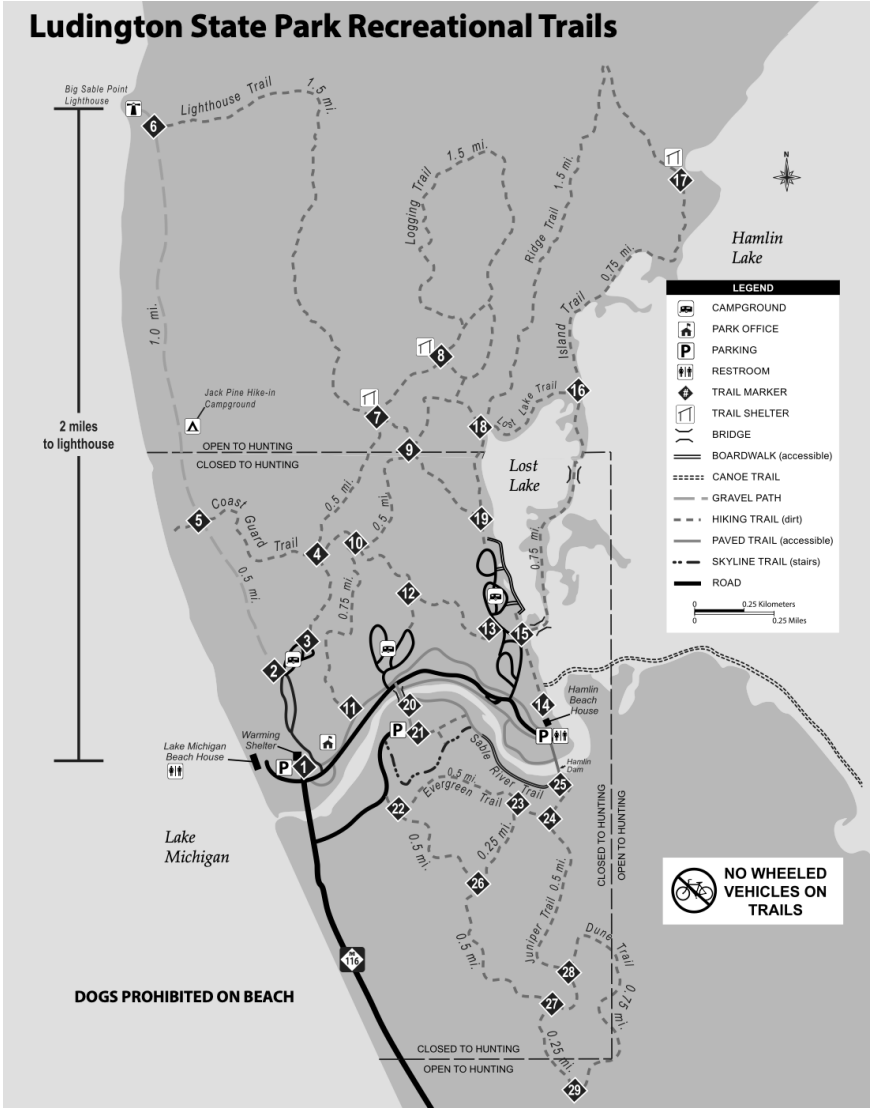
Incident Reports & Event Assignments

Upon arrival, all resident volunteer groups will be required to fill out an Emergency Event Assignment form which acts as a proactive plan in the unlikely event of an emergency. If an emergency or incident occurs, volunteers should follow the steps provided on their event assignments as necessary. Volunteers will need to file an incident report and follow up with SPLKA staff.

Event assignment forms can be found in each Keeper's Guide and incident report forms can be found in each gift shop. Please feel free to bring your Emergency Event Assignments with you to the gift shop/lighthouse for reference in case of an emergency.

Big Sable Point & the Ludington State Park

Ludington State Park Recreational Trails



Ludington State Park	(231) 843-2423	8800 W. M-116, Ludington, MI 49431
Big Sable Point Lighthouse	(231) 845-7343	8800 W. M-116, Ludington, MI 49431

Living in the Keeper's Quarters

The residence at Big Sable is still attached to the tower and previously served as the original keeper's quarters. The residence can easily accommodate up to 8 volunteers at one time and is equipped with a full kitchen, two full bathrooms, a washer and dryer, a propane grill, and a firepit to enjoy throughout your tour. Volunteers will need to provide all of their own food and personal items. A complete list of amenities and items provided/not provided can be found in your volunteer assignment packet.

Resident volunteers can find instructions for moving in/out of the residence in the Big Sable volunteer assignment packets. If you have not received an assignment packet for a tour at Big Sable Point, and you are expecting one, please reach out to the operations manager.

Accessing Big Sable & Access Road Usage

SPLKA recommends purchasing a Michigan Recreation Passport for entry into the Ludington State Park. For more information on Michigan Recreation Passport requirements and guidelines, please refer to *Living & Working at the Lights*.

The only vehicle access to the lighthouse is through the Pines Campground and by use of the access road. During their tour, volunteers are provided a gate key for the access road. Use of the access road is a privilege granted by the Ludington State Park reserved only for park personnel, SPLKA staff/personnel, and volunteers on tour at Big Sable Point and should not be abused. The road is not for public use and guests may not use the access road, even if they are a SPLKA member or volunteer not serving at that time. Please use caution when driving through the campground and along the access road. The speed limit is 5 MPH through the Pines Campground and 10 MPH on the access road. Hikers and bikers have the right of way on the access road and in the Pines Campground. Per Ludington State Park policy, do not pick up anyone on the access road, *no exceptions*. When passing through the gate, it must be relocked

before continuing to the lighthouse. Sometimes, park personnel may be using the road and leave the gate unlocked. In that case, leave the gate how you found it. Volunteers are asked to limit their use of the access road to the hours of before 10:00 AM and after 5:00 PM. Excessive or unnecessary use of the road may result in limited accessibility for SPLKA staff and volunteers in the future.

Service Animals at Big Sable

In compliance with Michigan Department of Civil Rights (MDCR), service animals at Big Sable Point are permitted only in public spaces (e.g., gift shop, video room, and hallway). Animals of any kind are prohibited from the tower and may not climb with or without their handlers, *no exceptions*.

Service animal handlers are not required to disclose the nature of their disability, provide documentation/identification, or demonstrate their animals trained work or task. If the status of an animal is not readily apparent, volunteers may ask the handler two questions:

1. Is the animal a service animal required because of a disability?
2. What work or task has the animal been trained to perform?

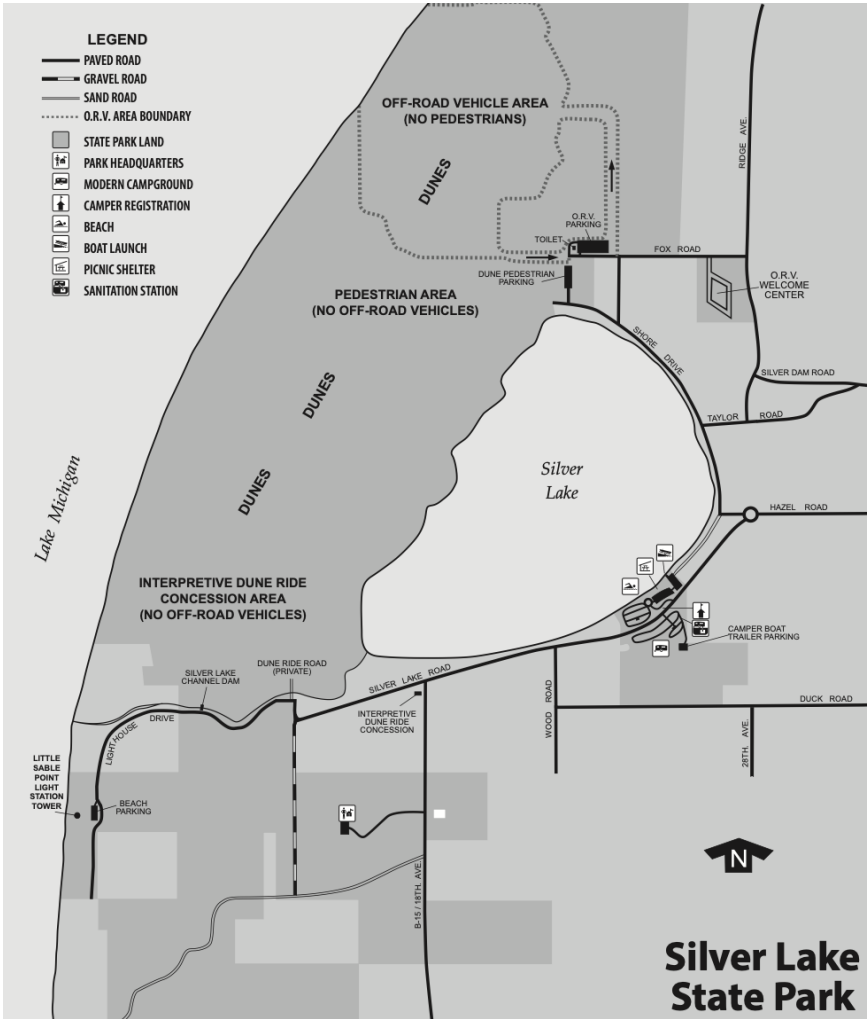
Causes for the removal of a service animal, regardless of identification, include (but are not limited to):

1. disruption of SPLKA business operations;
2. the animal is not housebroken;
3. the handler does not have control of the animal;
4. the animal is presenting a threat to the safety of others.

For more information regarding service animals in Michigan, please visit <https://www.michigan.gov/mdcr/divisions/ada-compliance/service-animals>.

Per Ludington State Park policy, all dogs must be on a 6-foot leash and kept away from the shoreline.

Little Sable Point & the Silver Lake State Park



Silver Lake State Park	(231) 873-3083	9679 W. State Park Rd., Mears, MI 49436
Little Sable Residence	(231) 873-1631	384 18 th Street, Mears, MI 49436
Little Sable Point Lighthouse	—	287 N. Lighthouse Dr., Mears, MI 49436

Living at the Residence

The Little Sable residence is located within the Silver Lake State Park, about 2 miles from the lighthouse, and previously served as a residence for park employees. The house is tucked away from the main road in a wooded setting and can easily accommodate up to 6 volunteers at one time. The residence is equipped with a full kitchen, two full bathrooms, a washer and dryer, a propane grill, and a backyard firepit to enjoy throughout your tour. Volunteers will need to provide all of their own food and personal items. A complete list of items provided/not provided can be found in your volunteer assignment packet.

Resident volunteers can find instructions for moving in/out of the residence in the Little Sable volunteer assignment packets. If you have not received an assignment packet for a tour at Little Sable Point, and you are expecting one, please reach out to the operations manager.

The site manager is your first point of contact for questions regarding daily operations, events, and volunteer schedules at Little Sable.

Accessing the Little Sable Point Tower

The Little Sable Point tower is a short drive from the residence and located within the Silver Lake State Park. The tower can be seen and is a short walk from the parking lot along a paved pathway.

SPLKA recommends purchasing a Michigan Recreation Passport for entry into the Silver Lake State Park. For more information on Michigan Recreation Passport requirements and guidelines, please refer to *Living & Working at the Lights*.

Service Animals at Little Sable

In compliance with Michigan Department of Civil Rights (MDCR), service animals at Little Sable Point are permitted only in the gift shop. Animals of any kind are prohibited from the tower and may not climb with or without their handlers, *no exceptions*.

Service animal handlers are not required to disclose the nature of their disability, provide documentation/identification, or demonstrate their animals trained work or task. If the status of an animal is not readily apparent, volunteers may ask the handler two questions:

1. Is the animal a service animal required because of a disability?
2. What work or task has the animal been trained to perform?

Causes for the removal of a service animal, regardless of identification, include (but are not limited to):

1. disruption of SPLKA business operations;
2. the animal is not housebroken;
3. the handler does not have control of the animal;
4. the animal is presenting a threat to the safety of others.

For more information regarding service animals in Michigan, please visit <https://www.michigan.gov/mdcr/divisions/ada-compliance/service-animals>.

Per Silver Lake State Park policy, all dogs must be on a 6-foot leash.

Ludington N. Breakwater & Stearns Beach



Ludington State Park	(231) 843-2423	8800 W. M-116, Ludington, MI 49431
Breakwater Residence	(231) 843-8260	9028 W. Park Rd., Ludington, MI 49431
Ludington N. Breakwater Lighthouse	—	Stearns Park Beach, N. Lakeshore Dr., Ludington, MI 49431

Living at the Residence

The Breakwater residence previously served as a residence for Ludington State Park employees. It is located within the state park next to the main park office and can easily accommodate up to 6 volunteers at one time. The residence is equipped with a full kitchen, two full bathrooms, a washer and dryer, a propane grill, and a backyard firepit to enjoy throughout your tour. Volunteers will need to provide all of their own food and personal items. A complete list of items provided/not provided can be found in your volunteer assignment packet.

Resident volunteers can find instructions for moving in/out of the residence in the Ludington N. Breakwater volunteer assignment packets. If you have not received an assignment packet for a tour at the Ludington N. Breakwater, and you are expecting one, please reach out to the operations manager.

SPLKA recommends purchasing a Michigan Recreation Passport for entry into the Ludington State Park. For more information on Michigan Recreation Passport requirements and guidelines, please refer to *Living & Working at the Lights*. Please see *Big Sable Point & the Ludington State Park* for a map of the Ludington State Park.

Accessing the Ludington N. Breakwater

The Breakwater light is a short drive from the residence, about nine miles south of the Ludington State Park at Stearns Park Beach. The lighthouse can be seen from the parking lot and is accessible by way of the break wall, which is about a ½ mile.

Service Animals at Ludington N. Breakwater

In compliance with Michigan Department of Civil Rights (MDCR), service animals at the Breakwater are permitted only in the gift shop on the first floor. Animals of any kind are prohibited from climbing the tower with or without their handlers, *no exceptions*.

Service animal handlers are not required to disclose the nature of their disability, provide documentation/identification, or demonstrate their animals trained work or task. If the status of an animal is not readily apparent, volunteers may ask the handler two questions:

1. Is the animal a service animal required because of a disability?
2. What work or task has the animal been trained to perform?

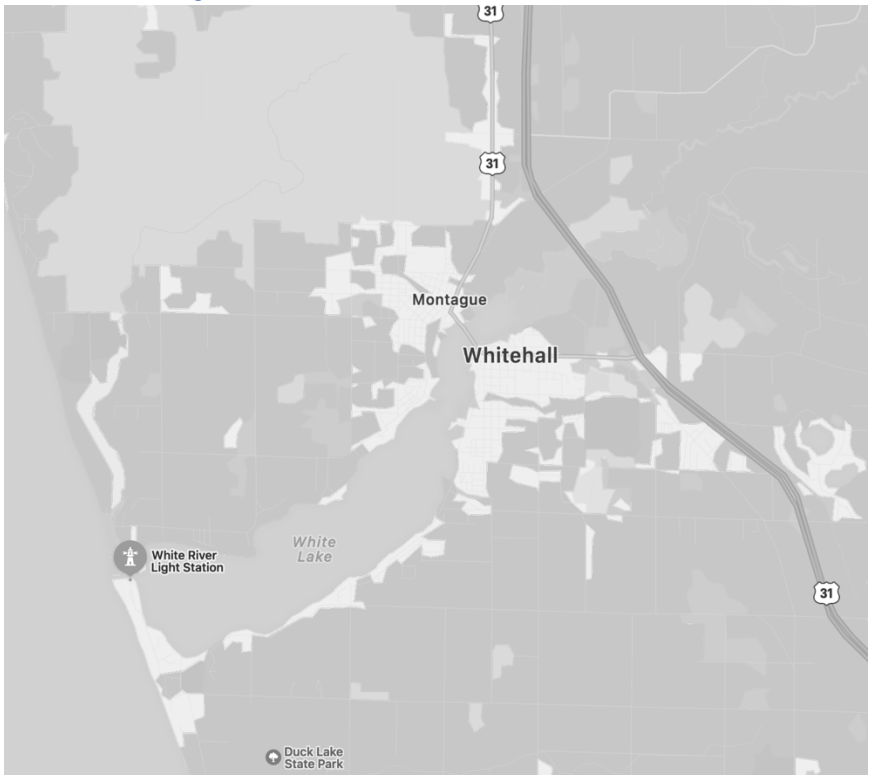
Causes for the removal of a service animal, regardless of identification, include (but are not limited to):

1. disruption of SPLKA business operations;
2. the animal is not housebroken;
3. the handler does not have control of the animal;
4. the animal is presenting a threat to the safety of others.

For more information regarding service animals in Michigan, please visit <https://www.michigan.gov/mdcr/divisions/ada-compliance/service-animals>.

Per City of Ludington policy, dogs of any kind are not permitted on the beach north of the break wall at Stearns Park. For a complete list of designated dog beaches in the area, please visit <https://visitludington.com/pet-friendly>.

White River Light Station & Museum



White River Light Station & Museum	(231) 894-8265	6199 Murray Road, Whitehall, MI 49461
------------------------------------	----------------	--

Living in the Keeper's Quarters

The residence at White River is attached to the tower and previously served as the original keeper's quarters. The residence is limited on space and resembles that of a studio apartment. With two twin beds, White River can accommodate up to 2 volunteers at one time and is equipped with a full kitchen, one full bathroom, a washer and dryer, a propane grill, and a backyard porch to enjoy throughout your tour. Volunteers will need to provide all of their own food and personal items. A complete list of amenities and items provided/not provided can be found in your volunteer assignment packet.

Resident volunteers can find instructions for moving in/out of the residence in the White River volunteer assignment packets. If you have not received an assignment packet for a tour at White River Light Station, and you are expecting one, please reach out to the operations manager.

The site manager is your first point of contact for questions regarding daily operations, events, and volunteer schedules at White River.

Service Animals at WRLS

In compliance with Michigan Department of Civil Rights (MDCR), service animals at WRLS are permitted only on the grounds or in the gift shop and workshop. Animals of any kind are prohibited from the museum space and tower and may not climb the tower with or without their handlers, *no exceptions*.

Service animal handlers are not required to disclose the nature of their disability, provide documentation/identification, or demonstrate their animals trained work or task. If the status of an animal is not readily apparent, volunteers may ask the handler two questions:

1. Is the animal a service animal required because of a disability?
2. What work or task has the animal been trained to perform?

Causes for the removal of a service animal, regardless of identification, include (but are not limited to):

1. disruption of SPLKA business operations;
2. the animal is not housebroken;
3. the handler does not have control of the animal;
4. the animal is presenting a threat to the safety of others.

For more information regarding service animals in Michigan, please visit <https://www.michigan.gov/mdcr/divisions/ada-compliance/service-animals>.

Frequently Asked Questions

Are drones allowed near the lighthouses?

No. Chapter V, Order 5.1 of Michigan State Park and Recreation Area guidelines state that a person shall not operate an unmanned aircraft (e.g., a drone) within 100 yards (300 feet) of a cultural/historical site or structure or over an occupied beach area.

Who do I call if I notice a tower's light is out?

Please notify a SPLKA staff person or call the SPLKA office, we will inform the Coast Guard.

Are there bathrooms available at the lighthouses?

For guests, there are outhouses at Big Sable and White River. Stearns Park Beach has public bathrooms on the beach for those visiting the Breakwater. Volunteers at Big Sable and White River are welcome to use the residence bathrooms and here is a camp-style bathroom at the Breakwater for volunteer use only. There are outhouses at the Silver Lake State Park for volunteers and guests to use at Little Sable.

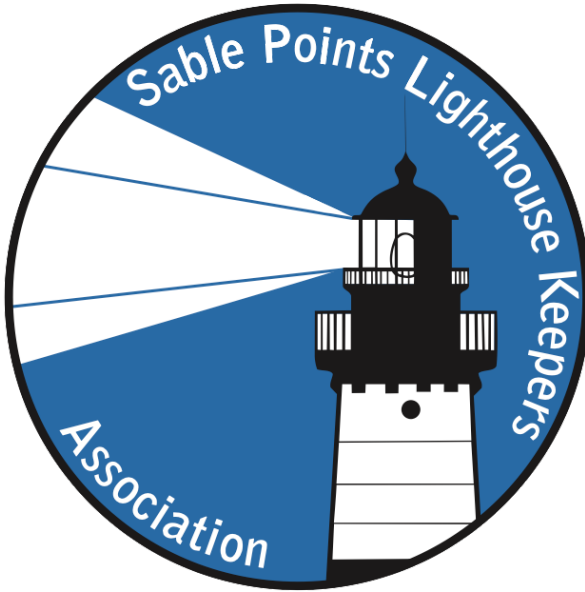
Do we offer a military discount?

Yes. Those with a valid military ID may climb free. While it is best practice to ask for a military ID, volunteers will often take a guest's word for it. If a guest asks for a military discount, but does not have their ID, volunteers should use their best judgement (i.e., if the guest is wearing any signifiers of military service, such as a hat). In most cases, it is better to allow someone to climb at no charge than to argue with them about their military service/status.

How does the "honors envelope" system work?

Guests visiting the lighthouses might realize that they do not have a method of payment with them. As part of our mission to keep the lighthouses accessible, we do not deny a guest the opportunity to climb the tower. In this case, we should still allow a guest to climb and give them an "honors envelope" to drop off/mail payment in at a later date. Honors envelope instructions are in the Gift Shop Guide at each location.

Sable Points Lighthouse Keepers Association



Donations and memberships can be sent to:

**P.O. Box 673
Ludington, MI 49431**

Contact Us

www.splka.org • (231) 845-7417 • office@splka.org

Thank you for your support!