

CLOSING UP MONARCH CABIN

1. Bring in the flag, the “Hosted by GCWG” sign, the “Today’s Host” sign, the maps, the chalk board and the sandwich board.
2. Put full registration sheets in the bottom right hand desk draw. Make sure there are some blank sheets in the box. Close the lid on the registration box.
3. Tally the number of contacts, using the sign in sheet numbers and enter the number on the clip board on the desk.
4. Close the shutters.
5. Be sure any fire in the stove is out. Let it burn down in the late afternoon and close the door on the stove and the dampers on the door and the fire will go out.
6. Enter any interesting happenings or suggestions in the Cabin Journal (the black and white notebook).
7. Lock the door and **don't forget** to put the key back in the lock box.

CABIN HOSTING VOLUNTEER HOURS are now reported by the cabin hosting coordinator.