

GCWG VOLUNTEER HOST WELCOME TO MONARCH CABIN

1. The cabin key is located in the lock box, which is located on the back of the cabin, on the left as you face the back. You were given the combination via email.
2. Verify that the phone has a dial tone. This is your connection to the outside. Your cell phone does not work.
3. Open cabin shutters.
4. Put out the flag. The hole that holds the flag is on the left cabin corner, looking out from the cabin. The flag is stored on hooks on the cabin ceiling.
5. Hang the “Hosted by Grand County Wilderness” sign on the hooks under the front cabin window.
6. If you feel comfortable with people on the deck, you can hang the topo maps up. They go on either side of the window.
7. Open the lid of the registration box for easy accessibility if it is not raining.
8. Hang the chalk board above the Adventure Pack back pack box, for people (kids) to write what they saw on.
9. Put your names on the “Today’s Host” sign and hang it above the chalk board.
10. Put the sandwich board out. Place it in a conspicuous spot, along the side of the trail.
11. Display an Adventure Backpack on the backpack box on the porch. You can offer them to adults with children. See Adventure Backpack page.

12. Build a fire in the stove if it is cold or damp. There are matches to start the fire in the desk drawer.
13. Check outhouse, sweep, empty trash, and stock, if needed. (The outhouse is cleaned by NFS contractor on Friday and Monday.) The key to the toilet paper bars is a Yale key on the cabin door key ring. Supplies are in the cabin closet. If the outhouse is dirty, contact the Forest Service. The same key locks the outhouse door if necessary.
14. Remove full registration sheets from the registration box and place with the other completed forms in the lower right-hand desk drawer. If more blank forms are needed in the box, they are in the same drawer. If supply is low contact the office manager.
15. Familiarize yourself with the brochures available in the cabin, so that you can offer them to guests.
16. Greet guests, answer questions, offer advice, handout brochures,

**ENJOY YOUR GUEST ENCOUNTERS OR YOUR PRIVACY IN THIS
SPECIAL SPOT ON THE PLANET.**