

WHEN YOU ARRIVE

1. Turn on parking lot lights and outside entrance light (if after dark).
2. Make sure all members and guests sign in (One person per line) at the podium in the Fireplace Room when they arrive.
3. Turn ON fireplace room heat. Control lever is in overhead heat duct in basement to the right of the stairs in front of the work bench (Best way to heat up fireplace room is to turn up kitchen thermostat, close dining room heat registers in the floor(2), and prop door open between dining room and fireplace room.
4. Using the CLUBHOUSE SUPPLIES INVENTORY Sheet, review the inventory status and location of supplies. This will help you find supplies and avoid duplicate purchases.

WHEN YOU LEAVE

Any and all of these tasks may be assigned to various guests.

1. Turn ~ thermostats all the way down.
 - North furnace thermostat in office
 - South furnace thermostat in kitchen
 - Electric heat thermostats in rooms 11, 12, 13, 14, 21, 22, 23, 24, 25, men's room, North & South attics
2. Turn OFF fireplace room heat if you had it on. Control lever is in overhead heat duct in basement to the right of the stairs in front of the work bench and open the heat registers (3) in the dining room floor.
3. All bread into freezer. If milk has a near expiration date, take it with you or throw out. Label any item leftover item in the refrigerator or freezer with contents and date (labels/pens are adjacent to the Micro-wave oven).
4. Inspect ALL rooms
 - Empty all waste baskets
 - Close all windows and make sure the "security pins" are in place (this is important as we have had break-ins by members who have forgotten their membership cards)
 - Check the bathrooms for leaky faucets and toilets
 - Close all bedroom doors, leave hall way door between 2nd fl hall and men's room open, close all others.
5. All garbage (bagged) should be placed in the outside box in the rear of the house. Recyclables go in the recycle can inside the outside trash box.
6. Turn off ~ lights, EXCEPT desk light in office and light over sign-in desk (they are on automatic).
7. Lock doors as you leave.
8. Be sure parking lot lights are OFF - switch is on the right side of the door, and is labeled.

NOTE: Any problems at the lodge (such as broken locks, leaking plumbing, heating system malfunction, etc.) should be reported to:

Bill Kornrumpf (518) 370-4017, Terry Tamer (518) 435-1704 or Margaret Parks (518) 250-5452

PAPER WORK

(We need this to minimize the time required to reconcile the usage and payments)

Note: You will be working with several types of records (extra copies are in the Clubhouse Office Desk, on the SWC Web Site, and from the Clubhouse Director):

1. Guest Register Book (sign in book on pedestal next to dining room door)
2. Clubhouse Billing & Registration Form (B&R)
3. LODGE CHAIRPERSON'S SUMMARY REPORT FORM
4. Request for Payment form version 2/19/14
5. Chairperson Clubhouse Replenishment Inventory sheet

1. Ensure that each guest has signed the Guest Register Book. (**One person per line**)
2. Check desk in the office for any B&R that were left by guests that have departed prior to your service.
3. On Saturday night, or any time convenient for you prior to the departure of a member/guest;
 - a) Have **each family unit** fill out a Clubhouse Billing & Registration Form. We don't need a form for each person. But, the Billing form must make it clear the names of each person being reported. Include one for yourself with zeros for various dollar items during your service. Vouchers should only be accepted for full value (no change in cash).
 - b) Check each B&R for completeness and accuracy, particularly dates and amounts in "Method of Payment"
 - c) Fold the individual Billing forms in thirds and put the payment in the folded forms. If a payment is for more than one person, fold all the Billing forms covering that payment together with the payment. This makes it easier for our **volunteer bookkeeper** to reconcile the payments later.
 - d) When you have all the payments, you should have a stack of folded forms with payments that will fit in a business envelope.
4. Complete "Office Use Only" columns of Guest Register Sheets making sure that you have a payment from everybody who stayed at the Clubhouse while you were there. We do not allow members to mail in their payments if there is a Host coordinating a weekend. They can pay via PayPal if they do not have a check or cash with them.
5. Complete the Lodge Chairperson's Summary Report form for your vouchers.
- 6 Complete the Chairperson Clubhouse Replenishment Inventory sheet (You may assign this task to a guest but return it with your package.)
7. Fill out a Request for Payment for your expenses and attach all of your receipts for supplies you buy.
8. Package all forms, checks, and vouchers and any B&R with any payments found at the Club House. Be sure to include all of the Guest Register sheet(s) on which you've completed the "office use" columns. It is best if you convert all cash into your personal check before placing the envelope in the mail. All checks are to be made payable to Schenectady Wintersports Club. There are large envelopes in the lower right desk drawer in the office for your use.
- 9 .Your service ends during the afternoon of the day of your last breakfast. Lodging Sunday night is not a week-end, Friday is.

Deliver the package to the Club House Bookkeeper, either mail to:

SWC C/O Margaret Parks
9 Tokay Lane
Schenectady, NY 12309
OR Call her on (518) 250-5452 to make other arrangements.

E-Mail - margaretparks213@gmail.com