

Friends of the Cumbres & Toltec Scenic Railroad, Inc.

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INSTRUCTIONS FOR VOLUNTEERING

2021 SEASON

VOLUNTEER WORK

The Friends volunteer program is divided into two separate activities: I. Interpretive Program and II. Restoration Maintenance and Repair Program.

I. THE INTERPRETIVE PROGRAM

The interpretive mission of the Friends is to tell the story of the Denver and Rio Grande Western Railroad. The Friends Interpretive Projects include: (1) the Docent program; (2) preparation of brochures and informational documents; (3) preparation and installation of exhibits and signs; (4) construction of pathways on railroad property to enhance public access; (5) archaeological investigations; (6) creation of interpretive plans for sites that have existing structures (Chama, Cumbres, Osier etc.) or sites that have ruins of structures (Big Horn, Toltec); (7) creation of interpretive plans for the display of historic cars that will not be used in charter service; (8) collection of reference materials (photos, maps, letters); and (9) preparation of comprehensive studies of individual structures and cars.

INTERPRETIVE MISSION PARTICIPATION

If you have an interest in participating in any of the above interpretive missions please contact the interpretive committee chair, John Ferrell, jwferrell@gmail.com

DOCENTS:

A Docent is a person who enjoys enhancing guests experience while visiting the C&TSRR. That entails riding the train, answering questions, pointing out areas, sights and things of interest along the route and any number of other helpful tasks. A Docent must have a good knowledge of the book "Ticket to Toltec" and the Friends Walking Tour brochures. To become a Docent, Volunteers must successfully complete required training conducted by the Docent Training Coordinator.

A Docent has expert knowledge about the C&TSRR as a living museum. The Docent must not only know about the railroad, but also about flora & fauna, wildlife, geology, the history and culture of the area. Experienced **Docents** also act as trainers and mentors to new volunteers entering the program.

A **Docent** may be assigned for Chama yard duty to greet and talk to people who are driving through and stop to investigate the site. The Docent assigned to the yard is available to give personalized tours of the train yard area and to explain the various exhibits.

When working the train, the Docent will greet passengers in the morning and then ride the train through to the other end of the line or as necessary to insure coverage on all trains. Docents will make themselves available to the passengers on the train throughout the day.

DOCENT SEASON

The Friends Docent program operates daily from the opening day (May 29, 2021) until the closing of the railroad (October 24, 2021), whether the train runs or not. Historically we have found that July through September are the times when more Docent volunteers are needed. To sign up, currently active **Docents** need to complete the Form R-2S Volunteer Registration filling in column for Docents, project 0400 and sign the waiver attached. If you are interested in becoming a Docent send an e-mail for more information to docentch@yahoo.com to express your interest in this project.

DOCENT SCHEDULING

To help with the scheduling, volunteers are asked to send their dates of availability to the e-mail address docentch@yahoo.com where they will be entered onto a calendar in the Docent office. Actual work schedules will be handled by the “on-site” **Docent Coordinator** who is responsible for scheduling day to day assignments and handling other docent issues as they occur. Details will follow after project registrations are received.

We know from past experience that depending on the passenger count, one or two Docents will be assigned to each daily train. We encourage volunteers to pick days and weeks where help is needed the most. Should the need arise to limit the number of Docents on trains, we will rotate daily assignments to give everyone an opportunity to participate. Those not riding the train may be asked to lead tours of the Chama yard for visitors.

To keep docents informed of the most current happenings with the program, periodic e-mails will be sent. Access to the Internet, especially e-mail capability, will be important to fully participate in the Docent program. Please make sure that **Docent Supervisor** has your current e-mail address. The current e-mail address to reach the supervisor is: docentch@yahoo.com

DOCENT WORK LIMITATIONS

The Docent program is more demanding than most people realize. A Docent assigned to work the train will typically put in an eight to ten-hour day and occasionally more. Most of this time requires the docent to be on his/her feet and move throughout a rocking train. This can take quite a toll on the body. We have had a few volunteers ask to be assigned to work only the yard. The length of workdays in the yard is typically shorter and there are more opportunities to sit down during the day. Please indicate in your e-mail if you wish to work only the yard.

II. THE RESTORATION, MAINTENANCE AND REPAIR PROGRAM

One of the principal missions of the *Friends* is the restoration, maintenance and repair of historic properties and rolling stock belonging to the Cumbres and Toltec Scenic Railroad. These activities are carried out at several locations across the railroad and remote sites.

COLORADO SPRINGS (COS) WORK SITE. The *Friends* operate a Restoration Facility in Colorado Springs, Colorado. This site provides a yearlong volunteer opportunity for members who reside along the

Front Range with regularly scheduled sessions on the 1st, 3rd and 5th Saturday of each month, weather dependent. The site is located at the **Pikes Peak Trolley Museum, 2333 Steel Drive in Colorado Springs, CO 80907**. Currently, a new project is being started, a narrow-gauge D&RG/D&RGW 1883 Express Baggage Car # 163, it will be restored to the 1916 period. This project is expected to take 5-7 years to complete and will become the baggage car on the historic car fleet. Interested Friends members may contact John Engs at jengs@cumbrestoltec.org or the Friends office for information regarding volunteering on the project.

SCHEDULED AND SPECIAL WORK SESSIONS. The *Friends* also perform restoration, maintenance and repair work on the railroad by hosting a number of scheduled 5-day sessions and special sessions during the operational railroad season. The special sessions vary in length from 2–4 days and scheduled sessions are normally 5 days and start on various days (some mid-week) for an opportunity for weekend attendance. Each varies as to location but are based out of either Antonito at the Ed Lowrance CRF facility or Chama at the Chama yard. Most sessions are during the summer months due to climate conditions. There are also projects along the line and at section towns in Colorado and New Mexico. The scheduled sessions are identified by the letters A through G. Each includes a variety of restoration and maintenance projects. Special sessions are reserved for specific projects and are identified by the letter's SS followed by a number. Special sessions generally occur before or after scheduled sessions.

Following are the dates of the 2021 Scheduled and Special Sessions. Because we are still under COVID restrictions please check the Friends web site for the latest information:

Feb	6 – Dec 31	COS Work Site
Mar	21 - 25	Special Session SS1
Apr	3 – 7	Special Session SS2
Apr	17 – 21	Special Session SS3
May	17 – 21	Session A
May	24 – 28	Session B
Jun	14 – 18	Session C
Jun	21 – 25	Session D
Jun	26 – Aug 18	Special Session SS5
Jul	19 – 23	Special Session SS4
Aug	16 – 18	Special Session SS6
Aug	19 – 24	Session F1
Aug	24 – 29	Session F2
Sep	24 – 28	Session G

SCHEDULED WORK SESSIONS: Sessions run for a continuous five-day period, 8am to 5pm with the last day for final project work and afternoon dedicated to work area clean-up, turn-in of tools and equipment. It is important to get as much work done as possible on your assigned project during the session. Use form R-2 for scheduled work session registration. Lunches are available at all scheduled sessions.

2–3 DAY WORK SESSION: Within the framework of every scheduled work session, volunteers have the option to select a 2-3 day work period, but are encouraged to stay for the full session. If your schedule will not permit attendance at a full scheduled session this is an opportunity to participate any 2-3 consecutive days of the scheduled session. Be a part of an award-winning volunteer program and share in the comradery. Use form R-2 for your registration and insert the days you will be coming and circle lunches desired.

SPECIAL SESSIONS: Special Sessions occur either before or after scheduled sessions to accomplish special projects that are outside the time periods of sessions A through G. The special session will generally be 2-4 days in length and are held at a specific location. These sessions come up throughout the year, check the 2021 Restoration Project Plan & Schedule for updates, remember special sessions

are listed after scheduled sessions. Lunch during special sessions is **not** available, unless indicated. Use form R-2S for special session registrations.

HOW TO BECOME A VOLUNTEER: You must be: 1) A member of the *Friends of the Cumbres & Toltec Scenic Railroad, Inc.* in good standing; 2) **Registered as a volunteer** in order to participate in any of the work programs. In addition, if you are volunteering to work at the Colorado Springs work site you must also become a member of the *Pikes Peak Historical Street Railway Foundation* which hosts the work site.

WORK SESSION VOLUNTEERS: To be an individually registered volunteer you must be eighteen (18) years of age, this is due to an insurance requirement. The *Friends* safety manual and C&TS railroad policies must be followed. The *Friends* recognize the severity of hazards while working on restoration projects, on an active railroad, Safety must be the number one concern. We must also exercise caution when working with power tools and other heavy equipment.

TEEN AGE VOLUNTEERS: A program for volunteers of the age of at least thirteen through the age of seventeen (13-17) years requires that they must be accompanied and/or supervised by an adult volunteer who has been designated as the responsible adult or is a parent or guardian in order to work on a project. The teen must be a member either as an individual or as a family and have current medical insurance. A separate registration Form R-2 must be completed to include sections "Work with (Name)" and "DOB date of birth (minors only)" on the front page and back page (back side of form) the release, waiver and certificate of compliance must be signed by "PARENT / GUARDIAN as well as the volunteer's printed name and signature". **Important:** A "WITNESS" must witness the signing by both the volunteer and parent / guardian and sign the form as well.

JUNIOR VOLUNTEERS: A program for junior volunteers is available for those ten to twelve (10-12) years of age who can participate in *Friends* work sessions as a volunteer helper, only under **special pre-approved** conditions (see below), this is in a limited capacity and must have a "PARENT/GUARDIAN or a designated individual with written authorization attending the same session. For the Junior Volunteers (JV) safety, parental consent and parental supervision are the three most important factors. In most cases, the young person must work on the same crew as his/her responsible guardian. Occasionally, and with **prior approval** from the team leader, the guardian may designate another responsible individual to supervise the work of the JV. This might occur on occasions when the junior volunteer desires a work experience different from that of the guardian.

The Junior Volunteer must be a member either as an individual or as a family membership and have current medical insurance. A separate registration Form R-2 must be completed to include sections "Work with (Name)" and "DOB (minors only)" and a "JV suffix" is added after each project number selected on the front page. On page 2, the release, waiver and certificate of compliance must be signed by "PARENT / GUARDIAN and the volunteer's printed name and signature". **Important:** A witness, must witness the signing by both the **JV** volunteer and parent / guardian. The witness must sign the waiver as well "WITNESS Signature." If a designated individual is to sign as parent / guardian a letter of authorization must be provided and be signed by the parent / guardian. A copy of that letter shall be attached to the registration Form R-2.

Types of project assignments that *Junior Volunteers* may perform:

1. Daily Trash detail: (1) for kitchen car, (2) after lunch in the eating area, (3) in front of tool, bolt and other supply boxcars.
2. Assisting with jobs involving restoration of rolling stock and structures with the following limitations: may not use power tools or equipment; may not climb or be on ladders; and may not be on roof of cars or buildings; the use of hand tools is permitted.

3. Landscaping crew — watering, pulling weeds, use of wheelbarrow or hand tools is permitted.
4. Bolt Car — filling requests for teams from stock.
5. Tool Car - running errands in the yard, relaying messages in the yard and posting notices on the message board. The member may also assist in selecting proper tools for team members. The **JV** shall not operate any powered tools or equipment.

NOTE: For all registrants' membership in the *Friends* can be accomplished prior to registration or in conjunction with registration. Both forms R-2 and R-2S may be used for membership and registration together.

THE 2021 VOLUNTEER FORMS:

The complete volunteer registration package consists of the following documents and are available on the *Friends* web site under "Volunteer – Volunteer Restoration:

2021 Restoration Project Plan & Schedule

- Form R-1 Instructions for Volunteering**
- Form R-1B Sign-up Instructions Colorado Springs Work Site**
- Form R-1C Sign-up Instructions for Docents**
- Form R-2 Volunteer Work Registration**
- Form R-2S Docent, Special Session Registration and Colorado Springs Work Site**
- Form R-3 Work Session Crew Assignment Roster (sent to each registered Volunteer, normally 5 days before the start of each schedule session)**
- Form R-8 Friends Safety Manual for Work & Safety Rules**
- Form R-9 Lodgings in the Chama & Antonito Areas**
- Form R-10 Order Form – Engraved Name Badge**
- Form R-11 Order Form – Work Session T-Shirt**
- Form R-12 Order Form – Safety Equipment - Personal Protective Gear**
- Form R-17 Guidelines for Rehabilitation of Historic Buildings**
- Form R-29 Membership Application Pikes Peak Historical Street Railway Foundation (required for COS Work Site)**

All documents are in **PDF** format and can be opened using **ADOBE** reader. The reader software is available for download on the ADOBE.com web site. Download all or selected individual forms.

HOW TO REGISTER AS A VOLUNTEER:

COLORADO SPRINGS WORK SITE: Review Forms R-1 and R-8 (part 1), complete R-2S for registration. The work site is located on the grounds of the Pikes Peak Trolley Museum. One of the stipulations governing the use of this space is that *Friends* members wishing to work on the Trolley Museum property must also be members of the *Pikes Peak Historical Street Railway Foundation (PPHSRF)*. This arrangement was adopted by the *Friends* Board of Directors and is a registration requirement.

FORM R-29 - Membership Application: Use this form to apply for membership in the *Pikes Peak Historical Street Railway Foundation (PPHSRF)*. The application can be downloaded from the *Friends* web site *Volunteer – Volunteer Registration*. For initial membership, complete the application

checking the new member block. Send the completed application along with membership payment, directly to the address listed on the form. This will establish your initial membership for a 12-month calendar period in the organization. Acknowledgement will be sent by return mail. In future years each PPHSRF member will receive a renewal notice directly, normally one month prior to expiration of their membership.

FORM R-2S - Special Session Registration: This form contains wording for the Colorado Springs work site and the railroad. Colorado Springs registration being a year in length this form should be completed and submitted along with payment to the *Friends* office at the start of each calendar year. New registrations are taken throughout the year. The "Waiver" on page 2 must be completed and signed. **Important:** A WITNESS Signature is also required and must witness the signing by the volunteer.

RAILROAD WORK SESSION REGISTRATION: Members who wish to sign up to participate in any or all of the planned 2021 volunteer scheduled work sessions or special sessions. Should Read Form R-1 Instructions for Volunteering and Form R-8 Safety Manual for work and safety rules (part 1).

Form R-2 for registration at Scheduled Work Sessions (A-G): Fill out information at the top of the form. Locate the column for the session you wish to attend, follow the column down completing the project information, see project plan and schedule for project numbers. Enter the projects you wish to work on by choice; under payment fill in the amounts for insurance, lunches, registration fee and membership if desired. Total those amounts and enter on the total line in that column. Enter additional sessions if desired, when complete total all columns and enter in the total payment line to the left. The bottom portion of page 1 is reserved for credit card information. Page 2 contains a Release, Waiver and Certificate, the registrant must and sign and signature witnessed. Any adult can witness a signature. Do not forget you must include payment with the form. Include a check, money order or credit card information; DO NOT SEND CASH! There are additional forms for ordering materials from the Friends. One payment can be made to include both registration and material purchases. Return your registration with payment to the *Friends*.

Form R-2S for registration at Special Sessions (SS#): Fill out information at the top of the form. Locate the column for the special session you wish to attend, follow the column down completing the project information, see project plan and schedule for project number. Generally, a special session has only one project, enter the project number; under payment fill in the amounts for insurance, registration fee and membership if desired. Total those amounts and enter on the total line in that column. Enter additional special sessions if desired, when complete total all columns and enter in the total payment line to the left. The bottom portion of page 1 is reserved for credit card information. Page 2 contains a Release, Waiver and Certificate; the registrant must sign and signature witnessed. Any adult can witness a signature. Do not forget you must include payment with the form. Include a check, money order or credit card information; DO NOT SEND CASH! There are additional forms for ordering materials from the Friends. One payment can be made to include both registration and material purchases. Return your registration with payment to the *Friends*.

WHERE TO SEND REGISTRATION and ORDER FORMS:

- By Mail using **USPS** send to:

**Friends of the C&TSRR
4421 McLeod NE, Suite F
Albuquerque, NM 87109**

- By **FAX** to **505-856-7543**

- By Electronic-Mail (Scanned Document): e-mail to: info@cumbrestoltec.org

NOTE: Each individual attending must complete a separate registration form (that includes each family member if more than one attends the same work session).

Below is a short summary of each form that requires completion for registration and material orders:

- **Form R-2, Registration for Work Sessions.** The form must be used to register for a scheduled work session, those session appearing on the Restoration Plan and Schedule and identified using A through G for the session. A scheduled session is normally 5-days or one week (Monday through Friday). Lunches are available at all scheduled sessions. During a scheduled session period you have the option to work a 2-3 day session and lunches are available (if desired). If working a 2-3 day session one must indicate days of attendance. Registrations cannot be processed without payment. Remember to read and sign the waiver on page 2. A signature of a witness is required.
- **Form R-2S Special Session & Docent Registration (includes Colorado Springs Work Site)** This form must be used to register for special sessions, Docents and the Colorado Springs Work Site. The Docents and the Colorado Springs Work Site register one time for the operational season or calendar year. Special Session registrations are for one or more sessions listed individually on the form. Generally special sessions last from 2-4 days. Lunches are **not** available. In attending a session, a minimum of two (2) days of attendance is required. Remember to read and sign the waiver on page 2. A signature of a witness is required.
- **Form R-10 Permanent Name Badge.** Each badge backing is black with a colonial yellow plastic facing. When engraved black lettering and the Friends Logo appear. The size is 3-3/8" long and 1-1/2" wide. You can order up to four name badges on the order form. The name badge is available with two types of clasp a pin or magnet. Complete the information requested.
- **Form R-11 2021 Session T-Shirt.** Each year the Friends print a special work session T-shirt. The shirt has the work session year with the Friends logo on the right sleeve. Shirt sizes vary from Small to 3X Large/Tall. Price is additional for size above XLT. The photo and color changes each year. Complete the information requested.
- **Form R-12 Safety Equipment (Personal Protective Equipment).** Staying safe is our most important goal. Realizing that each member working on a project must have safety equipment, The Friends are offering basic safety equipment to the membership at cost. There are two choices of hard hats, safety glasses and gloves. Complete the information requested.

NOTE: Only one payment is necessary! Total the payments from all forms and send a **Check, Money Order or Credit Card Info for payment – DO NOT SEND CASH!** If registering by e-mail remember to include credit card information on page 1 of your registration. Remember registration forms and other orders requests cannot be processed until payment is received.

CHECK-IN AT THE WORK SESSION. All volunteers for a scheduled work session must check-in prior to beginning work. The day before a scheduled session between the hours of 2 and 5pm the check-in desk will be open. Check-in for A & B is located at the Ed Lowrance CRF facility in Antonito. For sessions C, D, check-in will be located in Chama near the kitchen car. For sessions F1, F2 & G check-in will be located at the Ed Lowrance CRF facility I Antonito. At check-in you will need to verify your registration, provide a location where you are staying and a cell phone number where you can be reached in the event of an emergency. Confirm your order for lunches or place your order. Arrange to attend a session dinner when offered and review Friends items for sale.

CHECK-IN FOR SPECIAL SESSIONS. Check-in is held the first morning of the special session at the work site. You will be asked to verify your registration, provide a location where you are staying and provide a cell phone for emergency contact.

WONDERING WHICH PROJECT TO SELECT:

First time volunteering? - Wondering what it's all about? - Not certain you have skills needed to be effective? - Find the forms confusing? - Need a knowledgeable person to talk with?

We understand how difficult it is to try something new, how important it is to have answers before you commit to being a volunteer. The Friends have knowledgeable, experienced volunteers who will answer your questions and address your concerns. These seasoned volunteers can help you through the registration process; explain how to fill out forms and which forms are needed; help you decide which project best fits your skills. Just send us an e-mail and we will assist. If you wish to speak with us directly please include your phone number and the best time to call. We will be happy to discuss any part of the volunteer program as we've seen and done a lot and are eager to share our experiences. Send one of us an e-mail and you will have a response the same day.

Ian Kelly..... eyekelly@aol.com
Bill Kepner..... drgw0579@comcast.net
John Eng.....jeng@cumbrestoltec.org

REGISTRATION DEADLINES:

The logistics required to plan and schedule over eighty projects and 500 volunteers makes it essential that the *Friends* know in advance how many members are planning to attend a particular work session. Please make an effort to have your registration submitted prior to the deadline. This period is critical for manning reasons and can affect cancellation of project(s) for the session. Here are the deadlines for the 2021 Scheduled Work Sessions. We will observe the following submission deadlines for desired crew assignments:

Session A	May 10
Session B	May 14
Session C	Jun 4
Session D	Jun 11
Session F1	Aug 9
Session F2	Aug 13
Session G	Sep 14

Please avoid being late with your registration. If we do not know that you are planning to participate, we will not be prepared for your arrival and may not be able to provide a choice of projects. Plans and scheduling are based on registrations received by the above cut-off dates.

Late registrants for work sessions will be assigned to crews selected by the site leader based on projects available.

When registrations are received prior to the deadline, you will be advised of your work assignment by receipt of crew assignments (form R-3) using e-mail, we attempt to notify approximately 5 days before the start of each scheduled work session. Prior notifications are not made for special sessions. If you do not have an e-mail address, we cannot send your assignment. PLEASE NOTE: Your e-mail address must be current, if changed recently please contact the office and have your e-mail address corrected.

PROJECTS:

The **2021 Restoration Project Plan & Schedule** contains a list of all projects for the scheduled work sessions. This schedule is updated as changes arise, so check often for updates. The revision date can be found in the lower left corner on each page of the schedule. Each horizontal section on the form identifies a project and vertical columns the scheduled session dates the project is active. A brief description of the project can be found in the far left vertical column. For a full description of the project go to the **2021 Restoration Project Plan & Schedule** and click on the [blue](#) project number. FIDO will display the full project details.

JOB CHOICE. In selecting a project, you have three choices enter the project number (first choice) in position number 1; select your next project and enter (second choice) in position number 2 and your third choice and enter (third choice) in position 3. These are the priority used in determining your assigned project. If more detailed project information is needed refer to the above paragraph for look up.

DUAL PROJECTS. These are projects that you desire, time permitting, to also assist with or work on. NOTE: these are in addition to the project you are assigned or where you may also have a responsibility to assist. If more detailed project information is needed refer to the above paragraph for look up. If you wish to contact the Team Leader who is listed on the schedule. Their contact information can be obtained from the Friends office (505-880-1311).

LEADERSHIP:

A major annual challenge for the Projects Committee is the recruitment of Team Leaders (TL) to supervise projects for the year. A Team Leader and Assistant are necessary for each project. The Volunteer work session program is only possible when members, such as you, come forward and volunteer their services as "Team Leaders or Assistant". When team leaders cannot be found, planned projects must either be deferred or canceled. If you are willing to become a Team Leader, please let the *Friends* Projects Committee know of your availability, send an e-mail to info@cumbrestoltec.org explaining your interest. There are some projects listed on the current Restoration Project Plan & Schedule that do not have a team leader and are indicated by **TL NEEDED**. This means we have not found a member willing to lead this project.

TEAM LEADER. The Team Leader (TL) develops a work plan to accomplish the project as outlined; he/she must determine crew size, solicit team members including an assistant, determine material needed to complete work and provide a tool list. All of these tasks are taxing and require an extended amount of time before the session(s) even begin. The TL is also asked to enter project information assembled into the FIDO System for management by Projects Committee (PC) in implementing the project. It is suggested that the TL utilize the assistant TL in the FIDO entry process. The TL is the key to the success of the project and its completion. Should the project being worked on be a historic facility/structure (a part of the National Landmark), work proposed must be reviewed by State Historic Preservation Officer (SHPO). Submit your work plan to the PC and they will coordinate the review with the Railroad and Commission who forwards to SHPO. The work plan will be evaluated and a determination made as to work being appropriate and the material to be utilized being historic or of similar material (shape and size). The objective is that any repair or replacement must be of the same in appearance as originally installed. The TL is expected to complete a summary of the work accomplished on the project and provide additional comments relating to the project with entry into FIDO as a TL report.

ASSISTANT TEAM LEADER. An Assistant TL is necessary for each restoration project. The purpose of this position is to assist the Team Leader in the development of the project and in entering of information into the FIDO System. The Assistant is a major part of the project and is expected to be available for scheduled work sessions and to step in should the TL not be available or to provide multi work session in the year. One of the keys to the success of any project is an involved Assistant. Should the project being worked be a historic facility/structure, requirements as identified above must be

completed. Work with the Team Leader to obtain the necessary approval through channels. The objective is that any repair or replacement must be of the same in appearance as originally installed.

TEAM LEADER & ASSISTANT APPRECIATION PROGRAM. Through cooperative efforts between the C&TS and Friends an incentive program for Team Leaders and their Assistants will continue during the 2021 season. This appreciation program is based on the number of work session weeks a Friends member serves as a Team Leader and/or Assistant throughout the Friends work session season. The reward will be a complimentary coach ticket on the Cumbres & Toltec Scenic Railroad. Here are the requirements:

When a Friends member volunteers as a Team Leader or Assistant for a **minimum of two (2) weeks** during the season, that individual will receive one (1) complimentary coach fare ticket. This "comp" ticket must be used during the 2021 season.

When a Friends member volunteers as a Team Leader or Assistant for a **minimum of four (4) weeks** during the season, that individual will receive two (2) complimentary coach fare tickets. The "comp" tickets must be used during the 2021 season.

When a Friends member volunteers as a team leader or assistant for a **minimum of six (6) weeks** during the season, that individual will receive a complimentary season pass good for coach. Rides via this pass will need to be taken during the 2021 season.

This is recognition of the job Team Leaders and Assistants accomplish in helping to complete work projects dedicated to the support the National Landmark and the Cumbres & Toltec Scenic Railroad. The railroad has taken a major step in recognizing the *Friends* mission by offering this opportunity to the Team Leaders and their Assistants. Knowing that members have a limited time to spend on the railroad those earning the "comp" ticket(s) will have the opportunity to utilize them between opening day through September 1, 2021. Plan to come early or stay late and make your reservation(s) to ride before you arrive. With this reward we hope to encourage more members to step forward and accept the challenges of becoming a *Friends Team Leader or Assistant*. It is not too late for you to become a Team Leader or Assistant during the 2021 work session season.

A list of members who qualify for this incentive will be provided by the *Friends* office to ticket agents at the railroad. In making your reservation let the agent know you are on the list. In qualifying for a season pass you must go the ticket office in Chama to have your pass issued. Railroad guidelines apply to the use of coach tickets and the season pass, you will be responsible for payment of your meal at Osier Kitchen each time you ride.

To discuss the opportunities of becoming a Team Leader or an Assistant or questions about this appreciation program contact John Engs, e-mail jengs@cumbrestoltec.org or call 719-499-1228 or contact Don Atkinson, e-mail atk3985@comcast.net or call 757-846-8241

PROJECT ASSIGNMENTS:

Each member must complete a registration, Form R-2 or R-2S to volunteer for a specific project or other activity. These forms allow three projects to be selected in a desired priority as a primary choice. Dual projects can also be listed; those are projects you desire to do in addition to your primary choice. Volunteers will be assigned to these projects on a first come first served basis. Those volunteers who have worked on the project previously will be given preference. Assignments will be limited by the crew sizes desired for a project as shown on the Restoration Plan & Schedule. The individual Team Leader may be the person making the final selection.

Every effort will be made to assign volunteers to the project of their first choice but it is sometimes necessary to revise crew assignments due to circumstances such as overages, shortages, last minute job

revisions, etc. In any case, the *Friends* will try to provide applicants with the assignment of their choice and if that is not possible, another project of your 2nd or 3rd choosing. Requirements do exist for specific skill sets on certain projects. Your assignment should be within one of the skill categories or ability you are comfortable with.

SITE HELPERS:

If a volunteer feels that he/she might find it difficult because of age or physical condition to work a full day on one of the more strenuous projects, they should ask for a site helper position. This is done by placing an "SH" suffix after each of the project number(s) listed on their Form R-2 or R-2S that are selected. For example, a Site Helper for the Tool Car would be shown as 0240SH. Please let us know at the time of check-in that you have selected to be a site helper. The Check-In desk will direct you to the Team Leader for the project you have chosen so you can discuss your limits of involvement. All 'SH' Volunteers must participate for all the days of their work session for which they register. If you sign-up for 5 days we would anticipate you will work those 5 days. The SH following the project number tells us that the volunteer wishes to sign up as a site helper and has limited abilities. The SH suffix will appear on the crew assignment roster after your name.

FRIENDS AND FAMILY:

It is not uncommon for several families, relatives or friends to travel together and to volunteer together with the hope that they will be assigned to the same crew or at least in close proximity so that they can enjoy their volunteer work experience together. We also frequently have father and son, grandfather and grandson and/or husband and wife teams who want to work together.

We will do our best to honor these arrangements providing you tell us that you wish to work with another volunteer. The registration for volunteers Form R-2 and R-2S has a space in the heading labeled "**Work with (Name)**". You should enter the name of the individual(s) you want to work with in the space provided. Your choice of project may not be valid if your friend has been assigned to another project.

FAMILY MEMBERSHIPS:

You must be a current member or be a family member to participate as a volunteer. Volunteers often join the *Friends* as a family rather than individuals. If you are joining the *Friends* as a family for the first time or renewing a family membership, please enter the full name & relationship of each of your family members on page 2 of the registration Form R-2 or R-2S, otherwise we will treat your sign-up as an individual membership. If your membership card is marked family but does not list your family members on the card contact the Friends office to make sure they have all members listed. Basic memberships range for an individual or family from \$35 (\$50 Foreign) or more depending upon the individual's choice.

FEES FOR VOLUNTEER WORK:

Registration fees cover most of the actual costs associated with the volunteer work program. They include separate charges for insurance, administrative costs and lunches during some sessions. We request these special fees to maximize the use of general contributions for the actual preservation and restoration materials. For 2020 many of the fees have been significantly reduced.

Following are the fees for each participating individual at the 2020 work sessions. *Docent's* pay only the insurance plus *Docent* registration fee see Form R-2S.

Schedule Session A through G	\$ 10.00	each work session
Special Sessions (3-5 day projects)	\$ 5.00	each session
2-3 Day Sessions (during a "scheduled session")	\$ 5.00	each session
Lunches * (sessions A, B, C, D, F1, F2 and G)	\$ 40.00	per session (\$8.00 per day*)

Insurance	\$ 5.00	per year
Docent registration	\$ 10.00	per season
Colorado Springs Work Site registration	\$ 10.00	per colander year

NOTE: *If registering for a two or three (2-3) day work session you must specify each day you will work and day(s) that lunch is desired. Use form R-2 for registration.

LUNCHES AND REGISTRATION FEES:

The purchase of lunches is optional. However, if you elect not to purchase lunches, the \$10 registration fee must still be paid. The registration fee includes snacks and drinks for all of the scheduled work sessions. If you have any special dietary limitations, please provide your own lunches.

If a Volunteer happens to be working as a Docent or on other designated *Friends* projects during one or more of the *Friends* work sessions and wants the *Friends* to provide lunches in Antonito or Chama, he/she must contact the Team Leader for food preparation and arrange for lunch at \$8.00 per day when available.

MEDICAL INSURANCE:

You must have a current health insurance policy to participate as a Volunteer. Your insurance company and your health insurance policy number must be shown on Form R-2 or R-2S at the time of registration. In addition, there is a \$5 fee for supplemental insurance that the Friends purchase to provide coverage from the first-dollar up to \$2500.00 for medical treatment. This insurance is intended to assist the Volunteer in covering any insurance deductible for his/her own health insurance in the event of an injury/accident during the work session. The \$5 insurance fee covers the Volunteer for a calendar year and, therefore, if the volunteer is attending more than one work session, the Colorado Springs site, volunteering as a docent, or attending other Friends related activity only a single fee is required.

CHECK-IN ANTONITO OR CHAMA:

All volunteers must check-in when arriving for a scheduled work session, at the appropriate location. This is necessary to accomplish verification of registration paperwork, issue session badges, confirm lunches, provide emergency contact information, and verify session attendance history and to sign up for a session dinner when offered. Last minute registrations are welcome and can be processed at the check-in desk.

Check-in for attendees at **Special Sessions** will be at the session location the day the session starts. Scheduled Sessions A, B, F1, F2 & G check-in will be in Antonito at the Friends Ed Lowrance Car Repair Facility (CRF). Scheduled Sessions C & D check-in will be in Chama, in the Chama Yard at the Kitchen Car tables. To reduce lost work time an attempt will be made by the check-in team, to accommodate late arrivals at the opposite end of the line, during first day of the session, mid-day.

The Check-In desk is open from 2–5 PM on day prior to the start of a scheduled session. A limited late check-in will be the morning of session start between 7:30–8 AM.

NOTE: Check-In does not apply to yard or train docents, unless also registered as a work session volunteer.

WAIVER, RELEASE AND CERTIFICATE OF COMPLIANCE:

A completed registration must have a signed waiver on page 2 (back of form). The waiver is located on back or page 2 of Forms R-2 and R-2S. A signed and witnessed "Waiver Release and Certificate of Compliance" is required for each volunteer, regardless of age, **NO EXCEPTIONS!** A signature is necessary by the volunteer and it must be witnessed by another adult. That witness must attest to the volunteers' signing of the waiver.

Any other adult can sign as a witness. When the volunteer is under the age of 18, he/she must sign, and his/her parent or guardian must also sign, and a third adult must witness both signings.

If you do not return a signed "Waiver and Certificate of Compliance", you will be asked to sign one at the time of check-in. This Release Waiver is a condition for working as a *Friends* volunteer. Please remember you are requesting to go on railroad property or Friends leased or owned property for your own benefit and enjoyment and cannot look to the Railroad Commission, Operator, Owner, City, Museum or the Friends for financial assistance in the event of injury. **You have the right to refuse to sign the waiver. If you refuse to sign, you will NOT be permitted to volunteer at any work session location.**

SPECIAL ANNOUNCEMENTS:

WORK SESSION A:

Work during session A will be on projects at the CRF and a special activity with MOW train out of Chama each day to clear brush and fallen trees from along the right-of-way, from Hwy 17 crossing north of the yard to just past Lobato Trestle. An early snow storm last fall caused a lot of damage to the area and it is developing into a major fire hazard. The train consist will be the diesel with 2-3 flats, the concession/restroom car and caboose.

WORK SESSIONS B:

2021 will be the railroad's 50th Anniversary celebration at the C&TSRR something that is a significant accomplishment for the Railroad and Friends organization. Activities will be taking place in the Antonito and Chama yards. A major effort is needed in early sessions for clean-up of the Friends and Railroad areas. We also must prepare the Chama area for work sessions and set-up of the Kitchen Car. The Friends certainly can use your help during session B.

SESSION CHECK-IN (Project # 0210)

Signing up for this project will require the Team Leader and team member to be present at the session check-in, location as designated, on the day before between 2–5 PM to process attendees. Again, on the morning of start between 7:30–8 AM to process any late arrivals before the start of session. After attendance at the morning briefing the check-in team, if needed, may be asked to travel to the opposite terminus to check-in attendees at that location.

FOOD PREPARATION (Project # 0230 & 0231)

If you are considering signing up for this project be prepared to start work at 7:30 AM each day of the session as required. Start times may vary based on daily menus and site location (Chama or Antonito). We are working in a close environment with older and weaker immune systems, COVID-19 restrictions are still in place. Please be considerate of others and wear your mask. If sick, do not come to work as

spreadable illnesses travel quickly among us. If you have been ill or around others who have been ill, please reconsider your presence.

WORK SESSION PREPARATION (Project # 0280)

The startup for sessions usually require a small crew of volunteers to service equipment, open and set up the kitchen car, erect tents, sometimes deliver supplies to outlying sites, etc. This will take place during session B. in Chama.

WORK SESSION CLOSEDOWN (Project # 0282)

At the close of session G (last session of the season) a crew will be needed to take down and store tables chairs and winterize the kitchen car in Chama. Tools must be serviced and sometimes equipment winterized, inventories taken, tents taken down and put away, lumber and building supplies stacked and stored. There are a number of closedown tasks that require a small workforce usually the last day of the session. This project is particularly critical in Chama since all the *Friends* equipment and supplies must be secured for the winter, the Night Watchmen's House winterized and Friends rail cars readied for movement.

TRIMMING TREES AND BRUSH (Project # 0710)

Members working on Tree and Brush Trimming along the railroad will need to be physically fit and able to hike 2 to 4 miles each day at 7,000 to 10,015 feet in elevation while carrying trimming tools and power equipment. When applying, your skill sheet will be evaluated and if selected for the crew you are expected to bring a day pack for food and water. You must have good hiking boots (laced, broken in, tall enough to cover ankles) and protective covering(s) for inclement weather. Individuals must provide their own safety equipment for brush clearing. Safety equipment should include hard hat, ear protection, heavy gloves and safety glasses with side protection. Individuals using chain saws must wear protective leg chaps and hard hat with protective guard. Certification for Chain Saw operation is required.

MILE POST AND WHISTLE BOARD MAINTENANCE (Project # 0750)

If you would like to be a member of the MOW Milepost project you will need to be physically fit and able hike 4 to 6 miles in a day at 7,000 to 10,015 feet while carrying tools and materials. When applying, your skill set will be evaluated and if selected for the crew you will be expected to bring with you a day pack for food and water. It is a must that you have good hiking boots (broken in) and protective covering(s) for wet and cold inclement weather. Safety equipment will be required.

OTHER INFORMATION:

DINNERS:

During individual work sessions a dinner and get together is normally planned; however, during COVID-19 restrictions dinners will be canceled. Inquire at Check-In as to the date and time. For sessions D dinners will be held at the Cumbres Pass pavilion. Attendees and their guests are invited, bus will be available to transport attendees from Chama to and from the dinner. Attendees from Antonito will need to drive to Cumbres. Dinners will be contracted with the Osier Kitchen. Reservations are required and the meal price is additional. This is a great time to socialize and chat with old friends and enjoy the mountain air. A walking tour is available. With the 50th Celebration sessions F1 and F2 will not have a session dinner this year. For sessions B & G dinners will be held in the Ed Lowrance CRF in Antonito.

ANNUAL MEETING AND DINNER:

The week of the annual meeting (session C), the session dinner will be combined with the Friends annual meeting and dinner on Friday, June 18th providing COVID-19 restrictions have been lifted. The dinner and meeting will be held at Cumbres Pass pavilion. Bus transportation will be available from Chama for the trip to Cumbres and return. Attendees from Antonito will need to drive to Cumbres. Dinner will be contracted with the Osier Kitchen and cash bar provided by the railroad. Reservations are required and the meal price is additional. This is a great time to socialize and chat with friends while enjoying the mountain air. Friends sale items will be available and an auction will take place after dinner. To place your reservation, contact the *Friends* office. For session attendees make your reservation at the check-in desk.

TRAIN RIDE DISCOUNT POLICY:

A 10% discount will be afforded to all *Friends* Members as the name appears on their membership card for up to four (4) individuals. Example: If a member's card contains over four family member names on the card, only four individuals will be provided the discount. The remaining individuals will pay the full fare applicable. This discount applies to coach only on regularly scheduled as well as special Cumbres & Toltec trains from Opening day through September 1, 2020. The discount is **not** applicable to any charters operated over the C&TS. Reservations can be made in person or by calling reservations at 1-888-CUMBRES.

A 25% discount will be afforded to members who participate in work sessions. The member must actually have participated in a work session and in possession of a Friends session badge to qualify. Example: If there is a husband and wife who desires to ride and the wife participates in the work session but the husband does not, she receives the 25% discount and her husband receives a 10% discount if his name is on the membership card. Reservation agents will verify, carry your membership card and session badge with you. The 25% discount applies only to coach seats on regularly scheduled and special trains from opening day through September 1, 2020. The discount is not applicable to first class or parlor car seats or on any charter operated over the C&TS. These discounts cannot be combined with any other special fares offered on regularly scheduled trains. Any violation of this policy by a *Friends* member will result in the revocation of this privilege to the member(s) involved in the infraction.

TOOLS:

The *Friends* Tool Car/CRF Tool Room operation provides major power tools and has some hand tools for site work on projects. These tools must be checked-out in the Tool Car. When a volunteer brings their own tools there will be no shortages or surprises but be sure your personal tools are marked. If a specialized tool is necessary it must be rented, so make sure your need is identified on the tool request submitted in FIDO by the Team Leader. Keep all tools within your control and do not leave them at the work site overnight. An exception to this is if you are working within the CRF in Antonito.

SAFETY:

The *Friends* Safety Manual, "**Safety and Work Rules for Volunteers**" includes work and safety rules in two parts: Part 1, includes general safety for all members; Part 2, Contains special safety requirements for Industrial applications. The safety manual is contained in Form R-8 on the Friends web site and is the most current document. Safety is our number one priority.

All volunteers must read part 1. of the “*Safety and Work Rules*” prior to attending a work session. Nothing is more important to the continued success of the volunteer program than our safety performance. A general meeting for all session attendees is held at 8 AM on the first day of session. The safety presentation is a big part of that meeting. Later at the job site the Team Leader will discuss hazards common to the work area. **You must attend each of these safety briefings to participate as a volunteer.** Throughout the week Team Leaders will conduct daily safety briefs at the site for special situations or conditions that may occur especially if near tracks.

NOTE: The safety Manual, Form R-8, was revised based on new safety practices for 2021. Procedures have changed and requires your actions in maintaining a safe environment.

CLOTHING AND HEALTH:

The *Friends’ Safety and Work Rules* provide that every volunteer who is doing field work (maintenance, construction, restoration and renovation) must wear work shoes or boots that protect toes and ankles (**no flip-flops, sneakers, low cuts or thin-soled shoes**); long pants (**no shorts**); gloves for appropriate work; rated hard hat; eye protection with side protectors and other safety apparel as the Site Leader and/or Team Leader may require. The Friends have limited quantities of safety equipment and can issue hard hats, goggles, ear protection and dust masks. Please remember each volunteer is responsible for their own safety and safety equipment.

Volunteers will be working at high altitudes of 7,000 to 10,015 feet. High altitudes mean greater exposure to ultraviolet rays. You may choose to work in long sleeve shirts and you should bring plenty of sun-block. You should also be prepared for chilly nights and mornings, particularly in May and early June. Heavy afternoon thunderstorms are common in late July and August, rain gear is a good idea. The mosquitoes can be ferocious in June and July so bring insect repellent that contains DEET. Please keep an eye out for each other, it’s the best way prevent accidents.

Most of us do not live and work at higher altitudes and may experience slowed reflexes and shortness of breath. Allow yourself time to acclimate to lower oxygen density (full adaptation can take three to six months). If you are coming from a low elevation, it is a good idea to arrive in the Chama or Antonito area several days ahead of time to allow you to get acclimated to the higher elevations and to avoid an “altitude headache”. Remember, the older we are the more dehydrated we can become unknowingly. It is important to drink LOTS of water, at least 6 to 8 glasses, of an 8oz size, each and every day to prevent dehydration.

CONTROLLED AREA:

In Antonito and Chama, the C&TSRR operating company, has designated the Maintenance, Machine Shops and Roundhouse areas as off limits. Please abide by their policy not to visit. During the session the Site Leader may arrange a tour of the area for interested attendees.

BADGING:

A session badge will be provided each registered session attendee by the Friends office as a part of your registration. The badge will be issued at the check-in desk for the session. That badge must be worn each day of session. Each member is responsible for their own check-in. Members need to insure they are checked in NLT first day of session.

Volunteers are expected to wear their badge anytime they are on railroad property. The badge is to be affixed to the individual’s most outer garment so as to be clearly visible at all times.

NOTE: In order to receive your 25% ticket discount for coach tickets a work session badge must be presented to the ticket agent for verification.

PETS:

The railroad yard is not conducive to pets. Thus, the Friends policy does not permit pets in the work areas during sessions or other Friends meetings or gatherings. Pet sitters are available in Chama and in Alamosa at the pet motel.

PRIVACY:

At the end of the last session for the year, the office will assemble a Directory of *Friends* members in attendance at sessions that year. The directory contains the name, address, telephone numbers and E-mail address for session and docent volunteers. This list is a useful tool for making contacts with session participants. However, if you have a concern about inclusion of your personal information in the *Friends directory*, please let us know when you register and we will respect your choice. A space is provided on the Registration form (R-2 or R-2S) where you can tell us to omit your name and address from a directory.

TELEPHONES:

Messages may be left for volunteers during the work sessions at two locations where the Friends have seasonal phones. In Chama, NM the number is 575-756-1075 and will be answered at the Tool Car. In Antonito, CO the number is 719-376-5243 and is answered at the CRF. Neither location has automated messaging. When received phone messages are generally posted on the notice board of the kitchen car in Chama or the wall next to the restroom in the CRF.

When using a cell phone or other electronic device step away from the work area and the railroad tracks as it could save your life. Cell phone service is limited in areas of mountainous topography along the railroad. Cell phone service is available in Chama, in spots on Cumbres Pass and in Antonito but is not available along the railroad or at Osier or Sublette. In some cases, service is limited based on the carrier and the type of phone you have. These are third party carriers in the area and support only certain types of phones.

ACCOMMODATIONS:

Be sure to make your reservations for sleeping accommodations well in advance. A list of many commercial facilities in the local areas is provided on the website. See Form R-9 for a detailed list of commercial accommodations available in both Antonito and Chama areas. The list will show discounts offered by local merchants for *Friends* members – a *Friends* membership card must be presented. There are also informal camping areas near the Cumbres Pass Section House. A hostel and several commercial campgrounds are also located near the cutoffs from Highway 17 into the Osier site. There is also a *Bureau of Land Management* campground near Cumbres Pass.

Laundromats are available in both Antonito and Chama; operational hours are posted at each business.

TAX DEDUCTIBILITY:

Subject to changes in the tax law for 2021 the ability to deduct fees and expenses associated with your volunteer work may be challenged. So, keep those receipts such as registration fees; expenses for travel to and from; meals, lodging and other expenses that may be tax deductible, pursuant to the Internal Revenue Code standard. After the work sessions, the Friends will provide you with a Letter of Acknowledgement for your participation. You must have this letter to take itemized expense deductions above a certain amount. It is best to talk with a consult or tax advisor.

T-SHIRTS, SAFETY EQUIPMENT AND NAME BADGE ORDERS:

There will be a special edition T-shirt for the year that will be available for purchase. These shirts should be ordered in advance; in order to preclude not having your shirt size available for purchase at the work site. Complete order Form R-11 if you wish to purchase a special T-shirt. Shirts are normally available for pick-up at your work session or can be mailed to you. Send your order to the Friends office or e-mail your scanned order to: info@cumbrestoltec.org.

The *Friends* are offering for purchase at cost personal safety equipment that includes hard hats, safety glasses and gloves. To order your safety equipment complete Form R-12. When processed your equipment order should be available at your first scheduled work session. Send your order to the Friends office or e-mail your scanned order to: info@cumbrestoltec.org

The Friends offer a permanent name badge for volunteers in addition to the “*generic type*” session badge for the work session. These badges are made of durable plastic and can be ordered with either a pin or magnet clasp. To order your permanent name badge, complete the order Form R-10. Generally, badges will be mailed to you when received from the supplier. Send your order to the Friends office or e-mail your scanned order to: info@cumbrestoltec.org.

MEDICAL FACILITIES:

Neither Chama, NM nor Antonito, CO have Emergency Trauma Centers. **Call 911 for all emergency situations.** Local Emergency Medical Technicians are generally available as first responders in both Antonito and Chama. However it may take time to reach your location. ***The nearest hospital with a Trauma Center is Colorado; consider the weather and road conditions before making a decision as to which facility is the best:***

Conejos County Hospital TRAUMA CENTER (just south of La Jara) 14 miles north of Antonito

19021 US Highway 285
La Jara, CO 81140
719-274-5121

Pagosa Springs Medical Center TRAUMA CENTER (off highway 160 west of downtown) 54 miles west of Chama

95 S Pagosa Blvd
Pagosa Springs, CO 81147
970-731-3700

The following Hospital **DOES NOT** have a Trauma Center:

Presbyterian Espanola Hospital (off Paseo de Onate at Spruce) 81 miles south of Chama

1010 Spruce Street
Espanola, NM 87532
505-753-7111

There are small clinics in both communities that can handle non-life threatening emergencies; however, they are not open 7-days a week. Please check the local directories for days and times of operation.

Please remember these clinics cannot handle acute care. **If serious injury or sickness occurs call 911. EMT's are available in both communities to assist in medical emergencies.**

SESSION INFORMATION:

If additional information is needed regarding the work sessions and is not listed here please contact either Projects Committee Chair: John Engs e-mail: jengs@cumbrestoltec.org or phone: 719-499-1228 or the Friends office info@cumbrestoltec.org or phone 505-880-1311.