

**Friends of the Cumbres & Toltec Scenic Railroad, Inc.**  
4421 McLeod NE, Suite F  
Albuquerque, NM 87109  
PHONE (505) 880-1311 FAX (505) 856-7543  
Web site: <http://friendsofcumbrestoltec.org>  
Email: [info@cumbrestoltec.org](mailto:info@cumbrestoltec.org)

# VOLUNTEER HANDBOOK

## INSTRUCTIONS FOR VOLUNTEERING

---

### 2024 SEASON

#### **VOLUNTEER PROGRAM**

The Friends are entrusted with upkeep of the Historic Assets of the railroad both facilities and rolling stock by the Bi-State Cumbres & Toltec Scenic Railroad Commission, an interstate agency authorized by an act of Congress in 1974. The railroad is designated as an Historic Site and National Historic Landmark which presents some unique challenges. The Friends volunteer programs that deal with those challenges are divided into three separate activities: **I. Interpretive Mission; II. Restoration, Maintenance and Repair; III. Special Projects**

#### **I. THE INTERPRETIVE MISSION**

The Interpretive Mission of the Friends is dedicated to the preservation and presentation of the history of the Denver & Rio Grande Western, the people who worked on it, and the communities that relied on it. While the Restoration, Maintenance and Repair Program focuses on the physical legacy, the Interpretive Mission will devote itself to its collective story. This will include the development of educational programs for the general public, so that they may learn and appreciate this history. Specifically, the Interpretive missions will cover a variety of elements: **(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) in accordance with The Secretary of the Interior's Standards for the Treatment of Historic Properties; (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.**

Those involved with the Interpretive Mission must always consider the intended audience for the material they produce. A narrative that is accessible and effective in placing the topics within the general story of the D&RGW is desired above all else. It should be comprehensible, educational and entertaining for not only the railroad enthusiasts but also for the casual tourist and all those in between.

## **INTERPRETIVE MISSION PARTICIPATION:**

### **BECOME INVOLVED:**

If you have an interest in any of the above interpretive elements, we will certainly welcome your participation. There is a tremendous amount of work to be done with the responsibility of being a National Historic Landmark. For additional information or questions please contact the Interpretive Committee chair, John Ferrell, at [jwferrell@gmail.com](mailto:jwferrell@gmail.com)

### **DOCENT ELEMENT:**

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 PROGRAM:**

The Friends Docent program operates daily from the opening day (May 25, 2024) until the closing of the railroad (October 22, 2024), 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 Session I, Docent Program, Project 0400 and sign the waiver on page 2. If you are interested in becoming a Docent, send an e-mail for more information to [docentch@yahoo.com](mailto: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](mailto: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. Assignments 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](mailto: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 as part of the National Historic Landmark. These activities are carried out at several locations across the railroad and at remote sites.

### COLORADO SPRINGS RESTORATION SITE:

#### 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 project is under way to restore a narrow-gauge D&RG 1883 Baggage Express, type BE, Car # 163, it will be restored to the 1916 period. This project is expected to take an additional 4-6 years to complete and will become the baggage car for the historic car fleet stationed in Antonito, Colorado. Interested Friends members may contact John Engs at [jengs@cumbrestoltec.org](mailto:jengs@cumbrestoltec.org) or the Friends office [info@cumbrestoltec.org](mailto:info@cumbrestoltec.org) for information about volunteering on this project.

### WORK SESSIONS ON THE RAILROAD AND COS WORK SITE:

#### SCHEDULED AND SPECIAL WORK SESSIONS:

The Friends also perform restoration, maintenance and repair work at the railroad by hosting a number of **scheduled 5-day sessions** and **special sessions** during the operational Railroad season. Scheduled sessions are 5-days long and start on Monday and special sessions vary in length from 2-4 days and start on various days (some mid-week) for an opportunity for weekend attendance. Sessions vary as to location but are based out of either Antonito at the Ed Lowrance CRF facility or Chama in 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 needs and are identified by the letter's SS followed by a number. Special sessions occur outside the period of scheduled sessions.

*Following are the dates of the 2024 Scheduled and Special Sessions. Always check the Friends web site for the latest information:*

Jan	1 – Dec 31	COS Work Site
Jan	1 – Dec 31	Outside Scheduled Work Sessions H
Jan	1 – Dec 31	Special Projects Session J
May	23 – Oct 22	Docent Program Session I
May	20 – 24	Session A
May	27 – 31	Session B
Jun	10 – 14	Special Session SS1
Jun	17 – 21	Session C
Jun	24 – 28	Session D
Jul	29 – Aug 2	Session E

Aug 5 – 9 Session F  
Sep 23 – 27 Session G

**SCHEDULED WORK SESSIONS:**

Sessions run for a continuous 5-day period, 8am to 5pm with one hour break at noon for lunch. On the last day of a session, the first half is for final project work and afternoon is 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. Be a part of an award-winning volunteer program and share in the comradery. Form R-2 is used for scheduled work session registration. Lunches are available at all scheduled sessions.

**2-3 DAY WORK SESSION:**

As a part of every scheduled work session, volunteers have the option to select a 2- or 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 during any 2-3 consecutive days of the scheduled session. Use Form R-2 for your registration. Complete the first line under job description and insert the days you will be coming. Under lunches for 2-3 days circle lunches desired.

**SPECIAL SESSIONS:**

Special Sessions occur either before or after scheduled sessions to accomplish special needs that are outside the time periods of sessions A through G. The Special Sessions will generally be 2-4 days in length and are held at a specific location. These sessions come up throughout the year, check the 2024 Restoration Project Plan & Schedule for updates, remember special sessions are listed after scheduled sessions on the schedule. Lunch during special sessions is **not** available, unless indicated. Use form R-2S for Special Session registrations.

**VOLUNTEERING ON THE RAILROAD OUTSIDE SCHEDULED OR SPECIAL WORK**

**SESSIONS:** With liability and increased safety concerns the Railroad can no longer accept Friends members on the property working on projects or activities without being registered. Session H, Project 0208 was developed to permit Friends to continue their work outside regular work sessions based on their available time but within operational periods of the Railroad, observing daily railroad schedules. If you want to work on a specific Friends project or to assist the railroad during a special activity you must be registered to do so and be qualified for the work. You must comply with the requirements as outlined in project 0208, to receive approval of your request. Registration is accomplished in the same manner as required for other scheduled or special work sessions. Please review project 0208 description of work to understand special requirements for being on Railroad property other than a scheduled work session. Use Form R-2S to register for this special work session.

**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, when volunteering 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. Use Form R-29 for registration at PPHFRS.

**WORK SESSION VOLUNTEERS:**

To be an individually registered volunteer you must be eighteen (18) years of age, 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 and on an active railroad. Safety must be the number one concern. We must also exercise caution when working with power tools and heavy equipment.

**TEEN AGE VOLUNTEERS:**

A program for volunteers of the ages thirteen through seventeen (13-17) years requires that they must be accompanied and 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 or R-2S must be completed to include sections "Work with (Name)" and "DOB date of birth (minors only)" on the front page and on the back 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 two 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 or R-2S 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 or R-2S.

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 and helping with inventory.
5. Tool Car: Running errands in the yard; relaying messages in the yard and posting notices on the message board; 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 include membership on the registration form.

### **THE 2024 VOLUNTEER FORMS:**

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

**2024 Restoration Project Plan & Schedule (shows active projects)**

**Form R-1 Volunteer Handbook - Instructions for Volunteering**

**Form R-1B Sign-up Instructions for Colorado Springs - COS Work Site**

**Form R-1C Sign-up Instructions for - Docent Program**

<b>Form R-2</b>	<b>Registration for Volunteering - Scheduled Work Sessions Only</b>
<b>Form R-2S</b>	<b>Docent I, Special, COS Work Site, Sessions H &amp; J Registration</b>
<b>Form R-3</b>	<b>Crew Assignment Roster (sent to each registered Volunteer, normally 5 days before the start of each scheduled session) e-mail is required</b>
<b>Form R-8</b>	<b>Friends Safety Manual (Digital Version includes current updates)</b>
<b>Form R-9</b>	<b>Lodgings in the Antonito &amp; Chama Areas</b>
<b>Form R-10</b>	<b>Order Form – Engraved Name Badge</b>
<b>Form R-11</b>	<b>Order Form – Work Session T-Shirt</b>
<b>Form R-12</b>	<b>Order Form – Safety Equipment - Personal Protective Gear</b>
<b>Form R-17</b>	<b>Preservation, Rehabilitation or Reconstruction Project Standards</b>
<b>Form R-29</b>	<b>Membership Application Pikes Peak Historical Street Railway Foundation (required for COS Work Site)</b>

All Form 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 selected forms individually from the registration page on the Friends WEB Site.

## **HOW TO REGISTER AS A VOLUNTEER:**

### **COLORADO SPRINGS COS WORK SITE:**

Follow the guidelines in Form R-1B; Review Forms R-1 and safety manual R-8 (part 1); complete R-2S for registration at the Colorado Springs Work Site. 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 at 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 for insurance reasons.

### **FORM R-2S**

Colorado Springs COS Work Site Registration: This form contains wording for the Colorado Springs work site and the railroad. Colorado Springs registration is required annually (January 1 – December 31). Complete and submit along with payment if required 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.

### **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.

## **WORK SESSIONS ON THE RAILROAD:**

Members who wish to sign up to participate in any or all of the planned 2024 volunteer scheduled work sessions or special sessions, should Read the Volunteer Handbook R-1 Instructions for Volunteering and the Friends Safety Manual, Part 1- Work Rules for Volunteers, digital version R-8.

### **FORM R-2 REGISTRATION FOR SCHEDULED WORK SESSIONS (A-G):**

- Fill out information at the top of the form. Locate the column for the session you wish to attend and complete the project information, see 2024 Project Plan and Schedule for project numbers.
- Enter the projects you wish to work on by priority using the three choices (1, 2 & 3) and other desired projects dual jobs;
- Confirm lunches “YES” (if desired) verify location of project for lunch.



- Complete additional sessions attending.
- Fees for registration and lunch in 2024 have been waived but membership must be current, \$40 if paid with registration.
- When entries are complete, enter the amount due, if any, in the Total Payment line to the bottom-left.

**FORM R-2S FOR DOCENT I, SPECIAL SESSION, COS SITE, SESSIONS H & J:**

- Fill out information at the top of the form
- Locate the column for the session you wish to attend and complete the project information, see 2024 Project Plan and Schedule for project number for restoration session job choice, verify location.
  - Generally, a special session has only one project, no lunch, enter the project number.
  - Fees for registration in 2024 have been waived but membership must be current, \$40 if paid with registration.
  - When entries are complete enter the amount due, if any, in the Total Payment line to the bottom-left.

The Release, Waiver and Certificate, on page 2 must be completed. The registrant must read and sign and a witness must also sign to verify registrant signature (any adult can witness a signature). Do not forget you must include payment with the forms. Include a check or money order if mailing or with credit card information using fax or e-mail; NO CASH! There are additional forms for ordering materials. Only ONE payment should be made to include both registration and material purchases. Return your registration with payment to the **Friends**. Address, fax and email are listed below.

**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 Friends office: **(505) 856-7543**
- By Electronic-Mail (Scanned Documents): e-mail to: [info@cumbrestoltec.org](mailto:info@cumbrestoltec.org)

**NOTE:** Each individual attending must complete a separate registration form.

**SHORT SUMMARY OF REGISTRATION FORMS REQUIRED FOR ATTENDANCE:**

- **FORM R-2, REGISTRATION FOR SCHEDULED WORK SESSIONS:**  
 Use form for scheduled work sessions ONLY, those sessions appear on the front page of the Restoration Plan and Schedule and identified as A through G. A scheduled session is 5-days in

Form R-2  
1/01/2024

**2024 Registration for Volunteers – Scheduled Work Sessions Only**  
*Friends of the Cumbres & Toltec Scenic Railroad, Inc.*

Name \_\_\_\_\_ Street \_\_\_\_\_  Do not include my address in directory  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Emergency Contact Phone \_\_\_\_\_  
 Health Insurance Provider & Policy No. \_\_\_\_\_  
 Work with (Name) \_\_\_\_\_ DOB (minor only) \_\_\_\_\_

SCHEDULED VOLUNTEER WORK SESSIONS	A	B	C	D	E	F	G
START DATES (5-day Sessions)	5/20	5/27	6/17	6/24	7/29	8/5	9/23
End Dates	5/24	5/31	6/21	6/28	8/2	8/9	9/27
Registration Deadlines	May 14	May 21	June 7	Jun 14	Jul 19	Jul 26	Sep 13

JOB SELECTIONS

Registration 2-3 Day Work Session (Enter Dates Attending by Session)

Restoration Job Choice #1 (Obtain Job # from Project Schedule)  
 Restoration Job Choice #2 (Obtain Job # from Project Schedule)  
 Restoration Job Choice #3 (Obtain Job # from Project Schedule)  
 Restoration Dual Job (Additional Job # from Project Schedule)  
 Restoration Dual Job (Additional Job # from Project Schedule)

PAYMENTS

Insurance - No Charge 2024  
 Lunch - No Charge 2024 (mark YES in column)  
 For 5-day session - Location Antonio CRF  
 Lunch - No Charge 2024 (mark YES in column)  
 For 5-day session - Location Chama Yard  
 Lunch - 2-3 Day work sessions **M T W T F** Circle days lunch  
 (insert mark column with A, Antonio or C, Chama) No Charge 2024  
 Registration Fee - No Charge 2024 (per session)  
 Registration Fee - 2-3 Day Work Session No Charge 2024 (per session)  
 Membership (\$40 US / \$50 Foreign) Be sure to List Family Members  
 (List family members and relationships on bottom of page 2)

TOTAL PAYMENT \$ (see k. Friends of the C&TSRR)

Please charge: Visa  Master Card  Discover  Card No. \_\_\_\_\_ Expiration Date / \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 Name as it appears on the card: \_\_\_\_\_ Signature \_\_\_\_\_

Health Insurance Provider & Policy No. \_\_\_\_\_  
 Work with (Name) \_\_\_\_\_ DOB (minors only) \_\_\_\_\_

VOLUNTEER EVENTS	Session 1 Docent Program	Special Session	Special Session	Special Session	Special Session	Special Projects at Interpre- tation	Session H Outside Session Schedule	Onward Springs 2025 Work Site
START DATE	May 23					Jan 1	Jan 1	Jan 1
END DATE	Oct 22					Jan 31	Jan 31	Jan 31
JOB SELECTIONS	OPEN							OPEN
Restoration Session Job Choice #1 (Obtain Job # from Project Schedule)							978	
Restoration Session Job Choice #2 (Obtain Job # from Project Schedule)								
Restoration Session Job Choice #3 (Obtain Job # from Project Schedule)								
Restoration Dual Job (Obtain Job # from Project Schedule)								1125
Restoration Dual Job (Obtain Job # from Project Schedule)								1101
Restoration Dual Job (Obtain Job # from Project Schedule)								
Docent Registration (Enter job # 1440) Chama, Spring, Work Site (Enter Job # 1375)	1440							1375

PAYMENTS

Insurance - No Fee 2024 (one time only per year)  
 Docent Registration - No Fee 2024 (enter YES in Column)  
 COS Work Site registration - No Fee 2024 (enter YES in Column)  
 Special Projects registration - No Fee 2024 (enter YES in Column)  
 Lunches - No Fee 2024 Only during scheduled sessions  
 Lunches when offered: No Fee 2024 **M T W T F** Circle days that lunch is desired  
 Membership - \$40 minimum USA / \$50 Foreign  
 (List family members and relationships on back)

TOTAL PAYMENT \$ (check pay to: Friends of the C&TSRR)

Please charge: Visa  Master Card  Discover  Card No. \_\_\_\_\_ Expiration Date / \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 Name as it appears on the card: \_\_\_\_\_ Signature \_\_\_\_\_

length. Lunches are available at all scheduled sessions. During a scheduled session you have the option to work a 2–3-day session and lunches are available (if desired). Registrations cannot be processed without payment and signed waiver with witness.

- **FORM R-2S, DOCENT I, SPECIAL SESSION, COS SITE, SESSIONS H & J:**  
Use form to register for Decent Session I, Special Sessions, COS Work Site, Sessions H & J. The Docents, COS Work Site and Session H & J register one time for the full season (calendar year). Special Session registrations are for one or more sessions listed individually on the form. Generally special sessions last from 2-5 days. Lunches are **not** available. Registrations cannot be processed without payment and signed waiver with witness.
- **FORM R-10, PERMANENT NAME BADGE:**  
Each badge backing is black with a colonial yellow plastic facing. After being 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 clasps, a pin or magnet. Complete all form information requested.
- **FORM R-11, WORK 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. The photo will be of a restoration project. Shirt sizes vary from Small to 3X Large/Tall. Price is additional for size above XL. The color of shirt changes to reflect the featured photo. Complete the information requested.
- **FORM R-12, SAFETY EQUIPMENT PPE (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. Select choices of equipment, provide size requested. Remember to check the expiration date on your equipment. Complete the information requested.

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

## **CHECK-IN IS REQUIRED UPON ARRIVAL FOR SESSION:**

### **SCHEDULED WORK SESSION CHECK-IN:**

All volunteers for a scheduled work session must check-in **prior** to beginning work. The day before each scheduled session between the hours of 1 and 5pm the check-in desk will be open. The check-in location for A & B is at the Ed Lowrance CRF facility in Antonito. For sessions C & D check-in location is Chama near the kitchen car. For sessions E, F & G check-in is at the Ed Lowrance CRF facility in Antonito. At check-in you will need to verify your registration form; provide a location where you are staying; a cell phone number where you can be reached in the event of an emergency; confirm your order for lunches; pick-up orders placed with office or purchase of Friends material. Arrange attendance at session dinner (when offered) along with other items of discussion for the work session. In addition, late Session Registrations will be accepted early morning the start of session.

**SPECIAL SESSIONS CHECK-IN:** Check-in for Special Sessions is held the first morning of the special session at the work site location (project location). You will be asked to verify your registration form, provide a location where you are staying and provide a cell phone for emergency contact. Other activities or material purchases will be handled. In addition, late Special Session Registrations will be accepted.



**WONDERING WHICH PROJECT TO SELECT:**

**Thinking of volunteering? - Is it your first time? - Wondering what is involved? - Not certain if you have the right skills? - Need help filling in the forms? - Need an experienced person to talk to?**

**Assistance:** 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. Start by contacting:

Ian Kelly..... [eyekelly@aol.com](mailto:eyekelly@aol.com)  
Don Atkinson..... [atk3985@comcast.net](mailto:atk3985@comcast.net)

**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 2024 Scheduled Work Sessions. We will observe the following submission deadlines for desired crew assignments:

Session A	May 14
Session B	May 21
Session C	Jun 7
Session D	Jun 14
Session E	Jul 19
Session F	Jul 26
Session G	Sep 13
Session H	Open
Session I	Open
Session J	Open

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 offer your 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 2024 RESTORATION PROJECT PLAN & SCHEDULE:**

It contains a list of all projects for the scheduled work sessions and special sessions. This schedule is updated as changes arises, 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 being worked. 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 **2024 Restoration Project Plan & Schedule** on the Friends web site 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 (your first choice) in position number 1; select your next project and enter (your second choice) in position number 2 and select your third choice and enter (your 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 project 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 project 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:**

#### **SUPERVISION:**

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](mailto: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 needs to complete the 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 the 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 [info@cumbrestoltec.org](mailto:info@cumbrestoltec.org) 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 also 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 additional work sessions in a single 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 2024 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 2024 season May 25 – September 14, 2024.

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 2024 season May 25 - September 14, 2024.

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" must be used during the 2024 season May 25 – September 14, 2024.

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 May 25 through September 14, 2024. Plan to come early or stay late and make your reservation(s) to ride before or after your work session. 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 2024 work session season.

A list of members who qualify for these incentives 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; therefore, you will be responsible for paying for lunch, and the bus ride if you chose that option. Lunch and bus fare must be paid for at the time of booking.—

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](mailto:jengs@cumbrestoltec.org) or call (719) 499-1228 or contact Don Atkinson, e-mail [atk3985@comcast.net](mailto:atk3985@comcast.net) or call (757) 846-8241

#### **RIDING THE TRAIN AFTER SEPTEMBER 14, 2024:**

If you did not have the opportunity to utilize your earned "comp" ticket or earned season pass you may be able to still do so. If you are working in Sessions G or H and wish to ride after September 14, 2024, you must be ready to ride immediately. It requires that you contact the Chama ticketing office **one-half hour** before train departure and indicate where you would board from. The agent will check for a cancellation from the location you would board. If there is an available seat your comp ticket or season pass may be used for that seat. As indicated above you must pay for lunch and bus trip if the ticket is for a through trip. Purchase of lunch and bus trip (if required) must be done immediately and you will need to board immediately. Generally, there are two possibilities for a ticket: 1) The train is not sold out; 2) There has been a cancellation or notice of a no show. The Friends member must contact the ticket office in Chama

to determine if a seat is available at the location of boarding. Again, the request cannot be made more than **one-half hour** before departure.

## **PROJECT ASSIGNMENTS:**

### **FORMS:**

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 size desired for a project as shown on the 2024 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 listed on a current membership roster** 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 and 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 \$40 (\$50 Foreign) or more depending upon the individual's choice.

## **FEES FOR VOLUNTEER WORK:**

**COSTS:**

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. **NOTE: For 2024 all fees have been waived for work session registration.**

**NOTE:** \*If registering for a two or three (2-3) day work session during a scheduled 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:**

Lunches are optional. **NOTE: For 2024 the fee for lunches has been waived.** The Friends cannot fulfill special lunch requests.

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 one day in advance of the desired day.

**MEDICAL INSURANCE:**

**You must have a current health insurance policy to participate as a Volunteer.** Your medical 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 supplemental insurance that the Friends purchase to provide coverage from the first-dollar up to \$5000.00 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. Proof of payment is required for claim filing. **NOTE: For 2024 the insurance fee has been waived.** The policy covers the Volunteer for that calendar year. It will cover the volunteer if attending more than one work session, the Colorado Springs COS Work Site, volunteering as a Docent, or attending other Friends related activity.

**WAIVER, RELEASE AND CERTIFICATE OF COMPLIANCE:**

**REQUIREMENT:**

A completed registration must have a signed waiver and witness 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.**

### **III. SPECIAL PROJECTS**

#### **Education Program:**

##### **Volunteers:**

Education Program volunteers will assist in the creation of materials to educate the public about railroad history, historic preservation, and other railroad topics. Educational materials include virtual content, hands-on projects, printable activity sheets, and videos. This project is the perfect opportunity for volunteers who have a passion for any part of railroading or who have a desire to learn more. Volunteer opportunities include research and writing materials, fact-checking, proofreading, project and activity sheet creation, artwork, educational videos, and photography. If you have technical knowledge or research skills your talents are needed. This is a year-round volunteer opportunity that can be completed from home. For more information or to volunteer, please email: [education@fctsr.org](mailto:education@fctsr.org)

#### **SPECIAL ANNOUNCEMENTS:**

##### **WORK SESSION A & B:**

**We need a number of volunteers for both Sessions A & B:** In both the early sessions we have teams for brake testing. The FRA requires a brake test be performed on each serviceable piece of historic equipment at the beginning of each season. Friends' crews will be trained by Ronnie, Shop Supervisor at Antonito and by Bill Kepner the TL. The project 0779 will take place at the Ed Lowrance Car Repair Facility. Both sessions will be needed for car brake testing. We will concentrate on a number of other projects as well: Land Scaping for the Depot and CRF; Car Lettering; Caboose Maintenance; Reconstruction of MW-02 and completion of Idler Flat Car 9569 brake system; Project 1390 Railroad Post Office, RPO Car 54 Paint removal is necessary for repainting "we need help"; Stockcar 5774 construction of trucks. Please join us as we need your help at these sessions on many projects.

##### **WORK SESSION C & D:**

**We need a large number of volunteers for Sessions SS1, C & D in Chama.** To accomplish the work for project 0720. SS1 Will be to organize supplies and equipment necessary for the painting projects outlined in the upcoming sessions C & D. Also, it will be to get a head start on prep work on several of structures and or cars for painting. This additional time for prep work will allow the crew to get started immediately painting during session C. Project 0720 has a long list of painting to be done on buildings and cars. They need your help to accomplish the task list at hand. The list is needing to be completed in just two short work sessions. A large crew volunteers is a must in preparing individual structures and cars on the large list of painting projects.

##### **SESSION CHECK-IN (Project # 0210 & 0211)**

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 1–5 PM to process attendees. And again, on the morning of session start between 7:30–8 AM to process any late arrivals before the start of session. After attendance at the morning briefing these volunteers would be available to work on other projects.

##### **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. 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 CHAMA (Project # 0280)**

The startup for session usually requires 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 normally takes place during session B. in Chama. Bob Reib will be directing the project.

**WORK SESSION CLOSEDOWN CHAMA (Project # 0282)**

At the close of session D (last session in Chama) the Chama crew will be needed to take down and store tables chairs and winterize the kitchen car. Tools must be serviced and sometimes equipment winterized. Inventories must be taken, tents taken down and stored, lumber and building supplies stacked and stored. There are a number of these closedown tasks that require a small workforce the last day of session D. This project is particularly critical as all the Friends equipment and supplies must be secured for the winter. Winterization is required for the Night Watchmen's House. Friends rail support cars should be ready for movement. Bob Reib will be directing the project.

**TRIMMING TREES AND BRUSH (Project # 0710)**

Project 710 focuses on cutting and removing trackside vegetation to mitigate safety hazards, improve engineer sight lines, and reduce the risk of wildfires along the ROW. 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. Travel to work areas also may include use of vehicles belonging to crew members or the Friends. When applying, your skill sheet will be evaluated and if selected for the crew you are expected to bring a day pack for food, water, PPE and an item of team gear. 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, provided by either individuals or the Friends. Use of chain saws is optional but use of chain saws requires certification by a designee of the Team Leader. That involves a) completing specified video and text online material before the work session and b) an on-site assessment. If questions, contact Team Leader Paul Davenport at [pauldavenportaz@gmail.com](mailto:pauldavenportaz@gmail.com).

**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 to 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 your food and water. You must bring with you good hiking boots (**broken in**) and weather protective covering(s) for wet and cold inclement weather. Safety equipment "PPE" is required such as Hard Hat, Safety Glasses, Gloves and ear protection.

**OTHER INFORMATION:**

**SESSION DINNERS:**

Individual work session dinners or get togethers may be offered as a pay as you go. Check-in will have information for each session. Restriction on open food items is still in place due to COVID in New Mexico. When restrictions are lifted the Friends will once again plan for session dinners and/or get togethers. We make no promises but we are working on potential options as we realize a dinner is a great time to socialize with friends.

**ANNUAL MEETING AND DINNER:**

Session C will host the Friends annual meeting and dinner on Friday, June 21st. The dinner will be contracted with the Osier kitchen contractor if possible. The dinner and meeting location has yet to be determined. It is possible the Railroad will provide a train from Chama and return after the dinner. Attendees from Antonito will need to drive to Chama. A cash bar will be available. 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 (505) 880-1311. Announcement and details of the meeting and dinner will be forthcoming from the office.

### **TRAIN RIDE DISCOUNT POLICY:**

A 10% discount will be afforded all Friends Members as the name appears on their membership card or payment receipt, for up to four (4) family individuals. Example: If a member's card contains more than 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 May 25 through September 14, 2024. The discount is **not applicable** to any charters or special trains 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 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 desire 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 or receipt and session badge with you. The 25% discount applies only to coach seats on regularly scheduled and special trains from May 27 through September 14, 2023. 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.

### **RIDING THE TRAIN AFTER SEPTEMBER 14, 2024:**

#### **PROCEDURE:**

If you are working in Sessions G or H you may still have an opportunity to utilize your discount. In doing so you must be ready to ride immediately. It requires that you contact the Chama ticketing office **one-half hour** before train departure. Indicate where you would board from Antonito or Chama. The agent will check for any cancellations from the location you would board. If there is available seat(s) your discount can be used to purchase tickets. Purchase must be done immediately and you will need to board immediately. Generally, there are two possibilities for tickets: 1) The train is not sold out; 2) There has been a cancellation or notice of a no show. The Friends member must contact the ticket office in Chama to determine if seat(s) are available at the location of boarding. Again, the request cannot be made no more than **one-half hour** before departure.

#### **TOOLS:**

The Friends Tool Car and CRF Tool Room operation provides 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 (color coded). 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 and is required reading before attendance at any work session; Part 2: Contains special safety requirements for Industrial applications. The safety manual is contained in Form R-8 (digital version 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 a 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 in December of 2023. Procedures have changed and requires your actions in maintaining a safe environment. The printed material (books) has not received the update.

### **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 hardhat; 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 (PPE) and can issue hardhats, goggles, ear protection and dust masks. **Please remember each volunteer is responsible for their own safety and their own safety equipment (PPE).**

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 to 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 help 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:** 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, Alamosa and Chama areas. The list will show discounts offered by local merchants for Friends members – a Friends membership card or receipt must be presented. There are also informal camping areas near Cumbres Pass at the old highway 17 cut off. There is also a Bureau of Land Management (BLM) campground near Cumbres Pass. A hostel and several commercial campgrounds are also located near Highway 17 cut off into Osier.

Laundromats are available in both Antonito and Chama; operational hours are posted at each business. They have only coin operated machines.

## **TAX DEDUCTIBILITY:**

Subject to changes in the tax law for 2024 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 or consult a tax advisor.

## **T-SHIRTS, SAFETY EQUIPMENT AND NAME BADGE ORDERS:**

### **NAME BADGE:**

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 or could be provided with your registration badge envelope. Send your order to the Friends office or e-mail your scanned order to: [info@cumbrestoltec.org](mailto:info@cumbrestoltec.org).

### **T-SHIRT:**

There will be a special edition **Work Session 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](mailto:info@cumbrestoltec.org).

### **SAFETY EQUIPMENT:**

The Friends are offering for purchase at cost **personal safety equipment (PPE)** that includes hardhats, safety glasses and gloves and other safety items. 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](mailto:info@cumbrestoltec.org)

## **MEDICAL FACILITIES:**

### **CHAMA EMERGENCY:**

Chama, NM does not have - Emergency Trauma Center **Call 911 for all Local Emergencies** Medical Technicians are generally available as first responders in Chama. However, it may take time to reach your location. ***The nearest hospital with a Trauma Center from Chama NM is 54 miles to Pagosa or to La Jara is 62 miles; consider the weather and road conditions before making a decision as to which facility is best:***

**Conejos County Hospital TRAUMA CENTER** (just south of La Jara) 62 miles east on Hwy 17 and 14 miles north of Antonito, CO on Hwy 285

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, on the west side of Pagosa Springs, CO

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

### **ANTONITO EMERGENCY:**

Antonito, CO does not have – Emergency Trauma Center **Call 911 for all Local Emergencies**  
Medical Technicians are generally available as first responders in Antonito. However, it may take time to reach your location. ***The nearest hospital with a Trauma Center from Antonito is 14 miles north on highway 285.***

**Conejos County Hospital TRAUMA CENTER** (just south of La Jara) 14 miles north of Antonito, CO on Hwy 285

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

### **OTHER MEDICAL PROVIDERS:**

**La Clinica Del Pueblo de Rio Arriba – Clinic only** Monday through Friday 8:00 AM to 5:00 PM (off highway 84, County Road 0324 #14) 14 miles south of Chama

US Hwy 84, County Rd 0324 #14  
Tierra Amarilla, NM 87575  
(575) 588-7252 Appointments Required

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

### **LOCAL CLINICS:**

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 business 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 OR QUESTIONS:**

#### **CONTACTS:**

If additional information is needed regarding the work sessions and is not contained within, please contact either the Friends office: [info@cumbrestoltec.org](mailto:info@cumbrestoltec.org) or phone (505) 880-1311 or John Eng, Projects Chair: [jengs@cumbrestoltec.org](mailto:jengs@cumbrestoltec.org) or phone: (719) 499-1228.

#####