

**Trails Club Of Oregon**

**Work Trip Registration**

|       |        |       |
|-------|--------|-------|
| Cook: | Lodge: | Date: |
|-------|--------|-------|

|    | Name | Friday |   | Saturday |   |   | Sunday |   | Notes: Need ride, meet at gate, late arrive, etc. |
|----|------|--------|---|----------|---|---|--------|---|---|
|    |      | L      | D | B        | L | D | B      | L |   |
| 1  |      |        |   |          |   |   |        |   |   |
| 2  |      |        |   |          |   |   |        |   |   |
| 3  |      |        |   |          |   |   |        |   |   |
| 4  |      |        |   |          |   |   |        |   |   |
| 5  |      |        |   |          |   |   |        |   |   |
| 6  |      |        |   |          |   |   |        |   |   |
| 7  |      |        |   |          |   |   |        |   |   |
| 8  |      |        |   |          |   |   |        |   |   |
| 9  |      |        |   |          |   |   |        |   |   |
| 10 |      |        |   |          |   |   |        |   |   |
| 11 |      |        |   |          |   |   |        |   |   |
| 12 |      |        |   |          |   |   |        |   |   |
| 13 |      |        |   |          |   |   |        |   |   |
| 14 |      |        |   |          |   |   |        |   |   |
| 15 |      |        |   |          |   |   |        |   |   |
| 16 |      |        |   |          |   |   |        |   |   |
| 17 |      |        |   |          |   |   |        |   |   |
| 18 |      |        |   |          |   |   |        |   |   |
| 19 |      |        |   |          |   |   |        |   |   |
| 20 |      |        |   |          |   |   |        |   |   |
| 21 |      |        |   |          |   |   |        |   |   |
| 22 |      |        |   |          |   |   |        |   |   |
| 23 |      |        |   |          |   |   |        |   |   |
| 24 |      |        |   |          |   |   |        |   |   |
| 25 |      |        |   |          |   |   |        |   |   |

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

Supplies Needed:

# Nesika Lodge Operation

These rules and practices are designed to make the lodge safe and pleasant for all persons. Make sure everyone is familiar with the safety procedures and lodge rules. Even if you think “everyone already knows the rules”, a quick reminder will make sure everybody remembers.

## **AT DINNER TIME:**

### **General announcements:**

- The “HOST” is responsible for collecting your fees, *identify the host.*
- Everyone is to sign the registration book.
- The task lists location is ..... for those who have not signed up yet. (*Remember that dishes used in between meals are to be washed, dried and put away by the user.*)
- The Lodge Rules, membership applications and brochures are located near the registration book.

### **Schedule announcements:**

- Breakfast will be served at .....
- Times and meeting places for tomorrow’s Trips and Events are as follows .....
- The lodge will close at ..... on the last day.

### **Safety announcements:**

- When leaving the lodge to explore the area, members and guests are to let the host or cook know where they are going and when they expect to return.
- Everyone sleeping in the dorms must use a bunk. If it is necessary to sleep in other areas do not block the exits.
- In case of fire everyone meet on the main trail next to the women’s dorm for a head count and to determine the safest route away from the area. If firefighting is appropriate people will work in pairs.

## **AT BEDTIME** (closing up for the night)

- Turn off the generator.
- Make sure the fire place screen is in position.
- Close lodge doors.

# NESIKA TASKS

Enter your name on at least one line, more if the group is small so that all of the tasks get completed. Be responsible for your task.

## **LUNCH**

### COOKS HELPERS

(help prepare, serve & put away food)

1.

### DISH WASHERS

(follow directions above sinks)

1.

### DISH DRIERS

(dry & put away dishes)

1.

### TABLE SETTERS & SERVERS

(set up tables, serve beverages & deserts)

1.

### DISH SCRAPERS AND STACKERS

(clear & clean tables, pre-soak flatware)

1.

### POT WASHERS

(use smaller sink/wipe off stove & counters)

1.

## **DINNER**

### COOKS HELPERS

(help prepare, serve & put away food)

1.

### DISH WASHERS

(follow directions above sinks)

1.

### DISH DRIERS

(dry & put away dishes)

1.

### TABLE SETTERS & SERVERS

(set up tables, serve beverages & deserts)

1.

### DISH SCRAPERS AND STACKERS

(clear & clean tables, pre-soak flatware)

1.

### POT WASHERS

(use smaller sink/wipe off stove & counters)

1.

## **BREAKFAST**

### COOKS HELPERS

(help prepare, serve & put away food)

1.

### DISH WASHERS

(follow directions above sinks)

1.

### DISH DRIERS

(dry & put away dishes)

1.

### TABLE SETTERS & SERVERS

(set up tables, serve beverages & deserts)

1.

### DISH SCRAPERS AND STACKERS

(clear & clean tables, pre-soak flatware)

1.

### POT WASHERS

(use smaller sink/wipe off stove & counters)

1.

## **BUILDING CLEANING, ETC.**

### MAIN LODGE & PORCH

(sweep, mop, dust & pick up)

1.

### WOMEN'S DORM & PORCH

(sweep, mop, dust & pick up)

1.

### MEN'S DORM & PORCH

(sweep, mop, dust & pick up)

1.

### FIREPLACE TENDER

(remove ashes to metal can, build & tend fire, burn kitchen paper, )

1.

### WATER HEATER MAINTAINER

(build & tend fire)

1.

### KITCHEN FIRE BOX TENDER

(restock as needed)

1.

### LODGE BATHROOMS

(clean, sweep, mop, replenish supplies and empty wastebasket)

1.

### WOMEN'S OUT HOUSE

(sweep out, clean toilet seats, replenish toilet paper)

1.

### MEN'S OUT HOUSE

(sweep out, clean urinal & toilet seats, replenish toilet paper)

1.

### WASTE MANAGER

(empty and double bag garbage and recyclables as needed)

1.

### WASTE REMOVER

(haul out and dispose of garbage & recyclables)

1.

### TOWELS

(haul out, launder and return towels to lodge or next cook)

1.

**Trails Club of Oregon  
P.O. Box 67095  
Portland, Oregon 97268**

**Revenue and Disbursement Voucher**

**Committee:** Nesika Lodge - Work Trip

**Prepared by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Revenue / Disbursement (Cross out the one not applicable)**

|                               |               |
|-------------------------------|---------------|
| <i>For Disbursement Only</i>  |               |
| <b>Make check payable to:</b> |               |
| <b>Name:</b>                  | _____         |
| <b>Address:</b>               | _____         |
|                               | _____         |
| <b>Approved by:</b>           | _____         |
| <i>(Lodge Trustee)</i>        | <i>(Date)</i> |

| Store Name  | Description            | Account Number | Amount |
|---|------------------------|----------------|--------|
|   | <b>Work Trip Meals</b> | <b>6240</b>    |        |
|   |                        |                |        |
|   |                        |                |        |
|   |                        |                |        |
|   |                        |                |        |
|   |                        |                |        |
|   |                        |                |        |
|   |                        |                |        |
|   |                        |                |        |
|   |                        |                |        |
|   | <b>Supplies</b>        | <b>6295</b>    |        |
|   | <b>Less Advance:</b>   |                |        |
| <b>Attach receipts and mail to Lodge Trustee for approval</b> |                        | <b>Total:</b>  |        |

|                                 |                    |
|---------------------------------|--------------------|
| <i>For Treasurer's use only</i> |                    |
| <b>Paid by Check #:</b>         | _____              |
|                                 | <b>Date:</b> _____ |