

LEADERSHIP TEAM

All Harvard Cabin weekends begin with the formation of a leadership team. You indicate your interest in being a leader or coleader to the current HB Committee's Harvard Cabin Coordinator (coordinator) and you will be provided with the names and contact information of the other leaders. It is common for leaders to decide who will be on the team before one of the members contacts the coordinator

There are usually two leaders and two coleaders. This permits the group to offer two hikes on Saturday; one challenging and the other less intense. It is doubtful that you could offer one morning hike and another afternoon hike. There is no requirement that your leadership team needs to be made up in the usual manner. You can have three leaders and one coleader. Another combination might be one leader and three coleaders, but that would limit your group to only one hike on Saturday. The only hard requirement is that there be at least one leader. As a perk, leaders do not pay for food or lodging.

The key to running a financially successful weekend is to post the trip at least two months prior to the scheduled weekend. Participants have not been willing to take part in the weekend trips if they do not have adequate notice. Please be sure to **POST THE TRIP AT LEAST TWO MONTHS IN ADVANCE.**

CANCELLATIONS

Usually, there will be no refunds for cancellations occurring less than one week before the trip. You will be using the registration funds to buy food for the anticipated number of participants.

I have been leading Harvard Cabin weekends for nearly twenty years. Each trip is different, but there is at least one consistent event. If there is an adverse weather forecast for the weekend by the Wednesday or Thursday before your trip, participants will be cancelling. Most often, people will tell you that they have a sudden work-commitment, a sick relative who needs care, friends who are unexpectedly showing up for the weekend or similar excuses. Normally, you would empathize with the cancelled participant, but not offer a refund of their registration fee.

If they are honest, however, they will tell you that they are not prepared for the cold or rain that is forecast. Others may tell you that they cannot find a ride to the Cabin. These two reasons, involving safety and logistics, are acceptable. You have the ultimate determination on exceptions to the usual refund policy.

If you must cancel the entire trip, it is expected that you will inform the HB Harvard Cabin Coordinator no later than thirty-five (35) days before the scheduled date of the trip. In any event, it is expected that you will notify the coordinator as soon as you know that the trip will need to be cancelled. There is a usage fee for the cabin each month. The HB Committee will incur the fee of approximately \$500.00 if the Harvard Cabin Registrar is not given adequate notice (thirty days). This has not happened in the past several years and we hope to keep it that way.

MEAL PLANNING AND SHOPPING

Your participants will be hiking all day, so expect them to be ravenous. There is no need to buy the latest trendy food at Whole Foods or Trader Joe's. You will be wasting money. You can find plenty of healthy and less expensive food at a MarketBasket or Stop and Shop. Wherever you shop, **SAVE YOUR RECEIPTS!** Scan them and send the scanned file to the coordinator when you file your report to the coordinator. It is expected that you will not buy top-shelf groceries or buy excessive quantities. Please be conservative when shopping.

There will be two breakfasts, one dinner and a happy hour to prepare. You should plan healthy meals that will serve more than required for the number of people in your group. You will be

required to bring your own toilet paper, paper towels and trash bags. Some groups like to use paper cups and plates. Please review the sections on below on Kitchen, Stoves/Ovens, Refrigerators, Breakfast, Happy-Hour and Dinner before beginning your meal planning. The use of slow cookers for the dinner is encouraged. I am compiling a cookbook of recipes that have been successful at the Cabin in the past. That will be circulated once it is complete.

Be sure to review the dietary restrictions of all participants in REGI before planning meals and again before shopping.

LOCATION AND PARKING

If you are using one of those new-fangled GPS things, enter, "Washburn Way, Jackson NH". The Cabin is on Route 16 north, 6.1 miles north from the Route 302 & Route 16 intersection in Glenn, N.H. When you see the turn-off for the town of Jackson and the old covered bridge, keep traveling north on Route 16. The parking pull-out is located on the right side at mile marker 93.4 immediately after Washburn Way (there may not be a sign for Washburn Way). The parking area is a wide shoulder on the right side of the road with a slightly smaller parking area/shoulder on the left. The Cabin is approximately 150 feet from Route 16 on the right side, accessible via a footpath (there is also an unimproved driveway that is only used for propane deliveries). The Cabin is just visible from Route 16. The Cabin has dark brown wood plank siding, a green door, green trim, and a very large green LP gas tank in the front yard.

Your group's cars should park on the shoulder of Route 16. Cars must be parked so they are at least 2 feet inside the white highway line. While traveling north, if you miss the wide shoulder, keep going until you come to the first opportunity to turn around and head south. Parking in the winter can be a challenge. In the past, the parking spaces were not adequately plowed. We have changed contractors and hope that will not be a problem in the future. Please, strongly encourage carpooling. The only sure way to guarantee that there will be adequate space is to bring fewer vehicles. If your groups size is still too large, there are two large pullouts that are well-plowed about 2-3 tenths of a mile north and south of the cabin parking area. These are for public use and in better shape because there's no guardrail. You may need to use these for overflow parking.

ARRIVAL

COMBINATION: The front entry door has a combination lock on it that is activated with a four-digit code. The code is changed at least once each year. Please contact the coordinator for the current combination. This can be done when you inform the coordinator of your intention to lead the trip.

LIABILITY WAIVERS & RELEASES: It is unlikely that you will have any adverse events while using the Cabin or out on the trail, but you should be sure to bring plenty of copies of the current release form with you. Please have every participant sign one, individual Release as soon as they arrive and ask if they would like a copy of what they signed. If you have twenty participants, for example, you should bring at least thirty copies of the form. You must obtain the Release for your own protection and for the protection of the AMC. At the conclusion of the trip, scan the signed forms and email them to amcwaiver@outdoors.org.

PRE-EXISTING CONDITIONS: Photograph the condition of the cabin and outhouse upon your arrival. This is very important because others may have entered the cabin and left it filthy or damaged. It will be assumed that the filth or damage came from your group if you cannot document it as being preexisting.

SHOVELING: In winter, it is important that all three emergency exits be functional and not

blocked by snow. You must shovel a path across the front deck from the stairs to the front door; clear the back doorway; and the exterior fire escape and staircase. While you are at it, it might be a good idea to shovel or tamp down a path to the outhouse.

ELECTRICITY: The electric panel is in the “caretaker’s room” to your immediate right when you enter the Cabin through the front door. Open the electric panel and turn on the power when you arrive. Turn **all** the circuit breakers to the “on” position, including the main power breaker. The “on” position is when the breaker switch is pointed toward the center of the panel. The horizontal main breaker is on when the switch is pointing up.

POWER FAILURES: In the event of a power failure, notify N.H. Electric Cooperative at 800-343-6432. Our account number is 5280-5-320-10.

HEAT: Heat is supplied by two vented, liquid propane (LP) gas heaters located in the dining area. One or both may be used. The pilots must be lit to operate the heaters. To use the larger of the two heaters, follow the lighting instructions posted on the living room wall. The large green tank in the front yard supplies gas for this heater. There is a shut-off for the gas behind the heater, a lever type ball valve. The gas is on when the handle is in line with the pipe. It is not necessary to turn this valve off at any time. In the event of a power failure this heater will not operate. There is another shut-off valve located outside, but that must never be touched. Do not set the heater control any higher than #3 on the temperature selector.

VERMONT CASTING VIEW STOVE: This is the smaller of the two heaters, vented through the chimney. The operating instructions for the second heater are in the swivel tray in the bottom of the heater. Follow the pilot lighting instructions and operating instructions on the unit. This heater can be used as the primary heat source during the fall and spring. This unit will not operate during a power failure. Caution members of your group to keep clothing and furniture a safe distance away from both heaters.

NO ONE SHOULD PUT ANY ITEMS, OR OVER, EITHER OF THE HEATERS TO DRY ITEMS – THAT POSES AN UNACCEPTABLE FIRE RISK.

CHORE SIGN-UPS: – Have a sheet of lined paper with six boxes, two columns and three rows. At the top of each column write the words: Sat. Breakfast; Happy hour and dinner; and Sun. Breakfast. In the two boxes below the headings write: prep and clean-up. The participants write their name in at least one of the boxes. If you only have a few participants, they should write their names in two boxes. Sunday clean-up of the cabin is done by all

PLANNING HIKES FOR THE WEEKEND – It is not wise to plan your hikes before you arrive at the Cabin. Weather changes rapidly in the mountains and a forecast you had when you were in the Boston area may no longer be valid. You can have some objectives in mind, but you will not know the capability of your group of participants until they arrive at the Cabin. It would be wise to print REGI information before you head up to Jackson. With most carriers, Internet access and cell phone coverage is spotty or non-existent at the Cabin.

TOILET FACILITIES: The outhouse is located behind the cabin on the right one hundred feet from the southeast corner. During the night, be sure you bring your flashlight with you. Please do not throw any garbage or trash into the outhouse pit. Do not sprinkle any lime on the outhouse “matter.” This stops the natural deterioration and breakdown of the matter. There is typically a

good supply of toilet paper but it's always safest to bring some of your own!

There are flush toilets and hot showers available at the Pinkham Notch Center. The Center is located about five miles to the north, on Rt. 16.

TRASH: Bring plastic trash bags. Carry out all trash with you when you leave. Please dispose of the trash and return any recyclables in your hometown.

SLEEPING

There is a sleeping loft on the second floor, bring your own sleeping pads & bags, there are no mattresses provided. The loft is not heated. The fire code capacity for the Cabin is 30 people. Do not wear hard boots or shoes in the sleeping loft. The sleeping loft doors must be shut. This is for your safety.

CANDLES

DO NOT USE candles in the Cabin.

FIRE ESCAPE

There are two exits from the second floor – the main enclosed stairway and an exterior fire escape stairway at the south end of the sleeping loft. Please be sure to shovel snow off the stairs and keep them clear during your stay.

KITCHEN

The kitchen is well stocked with plenty of plates, cups, knives, forks, spoons, pots pans, etc. You don't have to bring any of these items with you, but you may elect to use paper plates and cups. Do bring toilet paper, dish soap, Brillo pads, pot holders, paper towels, sponges and your own cloth dishtowels. **DO NOT leave any** food, spices, coffee, tea or any other staples in the Cabin when you leave, take it **ALL** with you. Photograph any food that you find when you arrive.

HOOD OVER THE STOVES: The kitchen has a hood venting fan over the stoves. Turn it on when cooking. **MAKE SURE TO TURN IT OFF** after cooking. This is easy to miss as it is very quiet.

STOVES/OVENS: There are two stoves with four burners on each. Each stove has an oven. The stoves have electronic ignitions. There are no pilots to light. If you have any trouble lighting the burners check the two LP gas tanks to the right of the porch and make sure they are on. The valve turns counter clockwise for the on position. Also check to see that the ball valve to the right of the LP gas tank is on; handle in line with the pipe. Leave all the valves on even when closing up the cabin. In the event of a power failure the gas locks off and you won't be able to use the stove or heaters. The oven should never be used to heat the cabin. **DO NOT TURN OFF ANY GAS VALVES OUTSIDE THE CABIN WHEN YOU LEAVE.** When you turn the electricity off, the gas will lock off automatically.

It is not advisable to rely on the ovens for baking food. The temperature control is erratic. Many

years ago, I posted a sign above the ovens cautioning people that the ovens are only recommended for smelting iron ore. We replaced the ovens, but the sign does not need to be replaced. That said, you can use the ovens for some tasks, such as quickly melting the cheese and warming the sauce in trays of eggplant or chicken parmesan (the chicken and eggplant would be pre-cooked). Please do not expect to be able to bake even simple recipes, like brownies.

REFRIGERATOR: When leaving, leave the refrigerator doors **OPEN** and **UNPLUG THE REFRIGERATOR. PLEASE MAKE SURE YOU DO THIS.**

WATER: An electric deep-well pump to the kitchen sink supplies water. There is a switch on the wall to the left of the sink. Fill the wall mounted tank about one half full, then shut the pump switch off. Water will then flow by gravity to the sink faucets. Refill the tank as needed during your stay. This water is safe for drinking, even though there might be a slight sulfur odor during certain times of the year. You may want to bring a few gallons of water from home or purchase some water to be used for drinking purposes only.

*****PLEASE REMEMBER TO EMPTY THE WATER TANK and LEAVE THE FAUCET OPEN when closing the cabin. Please do this step **BEFORE** turning off the circuit breakers/electric panel in the caretaker's room at the end of your stay.*****

BREAKFAST

Breakfast has been traditionally served at 6:45 to enable you to get an early start for your hikes. The breakfast cooking crew should be downstairs and working on the food by 6:15.

HAPPY HOUR AND DINNER

After arriving back at the cabin, following a full day of arduous hikes, you and your participants will be famished. To take the edge off, it is wise to offer a happy hour of snacks and beverages. Beer and wine can be brought in by participants and consumed in moderation. HB will not reimburse for alcoholic beverages. The use and consumption of hard liquor, marijuana and other intoxicants are not permitted. Snacks may include chips, crackers, salsa, humus or baked goods from home. In my experience, bringing carrots, celery, broccoli heads and the like is only wise if you want to add to a compost pile you have at home. They do not get eaten. Please be conservative when purchasing snacks.

The use of slow cookers for dinner is encouraged. Those assigned to dinner prep will be tired after a long day of hiking and slow cooked dishes will make their job much easier, without the need to cut any corners. The prep for most of the dinner will take place in the morning, before breakfast, if you are using slow cookers. That may cause some crowding in the kitchen, so you may want to use the dining room to the extent possible.

CLEAN UP

Trip leaders should bring their own dish towels. All pots, pans, dishes, cups, glasses and utensils must be washed after every meal. Clean like you plan to have mice visit while you hike, **PLEASE DO NOT FEED THE MICE!** If you brought coolers for perishables (that are now in the fridge), use them to store dry goods.

HIKES

We try to offer a choice of two hikes on Saturday. One will be more difficult than the other. This allows participants to self-select the hike that would be most appropriate for the ability. On Sunday we will offer one hike for the participants that do not have to get home right after breakfast.

It is best to select the destination of the hikes on Friday night and not before, while you are in

civilization. You will be able to assess the conditions in the Mountains and have a much better idea of the weather if you wait until Friday night. You do not want people to sign up for the trip thinking that you will be doing Mt. Opie if you feel uncomfortable about doing Mt. Opie on Friday night.

There are a mess of 4,000's that can be done as a dayhike with little travel. These include, but are not limited to:

Adams	Jefferson	Wildcat D
Carrigan	Madison	Washington
Eisenhower	Monroe	Willey
Field	Pierce	
Isolation	Tom	
Jackson	Wildcat	

The Sunday hike is often shorter than those on Saturday. Participants will not be returning to the Cabin. They will leave from this hike to go home or to grab a bite to eat. It helps to select a location that is south of the Cabin. Mountains along the Kancamagus Highway are good choices. These include: Potash; Hedgehog; and the Osceolas, although the Osceolas would be rather tough. Mt. Kancamagus could also be done as a bushwhack. The nearby 6.3-mile Imp trail is also a frequently chosen hike for Sunday.

CLOSING CHECKLIST

- Remove all food, trash, and recyclables (i.e., take everything you brought in with you).
- Wash and put away all dishes, utensils, pots and pans used.
- Wipe down counter tops, stove and table tops.
- Unplug the refrigerator and leave the refrigerator door and freezer door open.
- Drain/empty all water in the holding tank and leave the kitchen faucet open.
- Place the benches upside down on the dining room tables.
- Sweep the ground floor and second floor-sleeping loft.
- Turn **all** circuit breakers in the electric panel to the off position.
- Turn off all lights (some lights are wired to have power even when the circuit breakers and main switch in the electric panel are turned off).
- Photograph the condition that you are leaving the Cabin in. Be sure to photograph the unplugged fridge with the door open and the empty food storage locker.
- Lock all doors and windows, including in the sleeping loft.

EMERGENCY TELEPHONE NUMBER - 911

Cell phone coverage is dependent upon your carrier. Verizon works best. Others can sometimes acquire a signal from Route 16 and, occasionally, from in front of the Cabin. Cell phone coverage is always available in Jackson village.

POST-TRIP ACCOUNTING

Within fourteen (14) days after your trip has been completed, you should send the Harvard Cabin Coordinator the form he/she will provide you. Along with the form, you should send all receipts for food and supplies and your payment for the total amount collected less the amount of the expenses. The HB Treasurer will pay the usage fee of approximately \$500.00 out of your surplus funds. Deficits, that are not inclusive of the usage fee, are acceptable and will be reimbursed if they are considered necessary and less than \$100. If you would rather avoid the use of the Postal Service, you can email the coordinator the scanned receipts and use PayPal to pay the HB Treasurer directly.

QUESTIONS???

Feel free to contact Mark Warren at any time (really)
(617) 233-1520 or markwarren@mmwarren.com.

If he is still the Harvard Cabin Coordinator, he will probably respond to you as soon as possible.