



# RCYC

## Activities & Events

### Organization Guide



Planning a party can be so intimidating,  
We're all looking for that triple A rating.  
Old hands want the torch to be passed on  
To younger members who're up to the task.  
But then it's what to do, where to go,  
How much to spend and let's try something new.

This binder contains the basics you need to know,  
For that wonderful, fabulous party you will throw.  
It's not set in stone, but a help it will surely be  
When you start your adventure in the Club galley.  
Collective wisdom all gathered together,  
Makes planning an event as light as a feather.

So take this guide and with it run.  
Plan your party and let's have some fun.  
After your great event is over and done  
And, the Clubhouse quiets with the setting sun.  
Your ideas and suggestions please make known  
Before they too have up and flown.

Judy Oxborrow







Rain or Shine, RCYC knows how to have fun!



# Welcome to the RCYC Activities and Events Organization Guide

This document is intended to help familiarize members with the Club and to provide information to assist members in the planning of various Club Activities and Events. Along with Event planning information, this guide outlines such things as budget, layout of the Galley, location of items needed for Events, cleaning responsibilities, operation of the sanitizer, contact information, etc. Many have gone before into the unknown waters of Event planning. With this document, we hope to avoid confused seas, tangled lines, and capsizing.

This is a living document that can be added to and updated as needed. It is not intended to be all inclusive and “set in stone.” It is only intended to send you into calm waters. If you have suggestions for improvements and corrections/changes, please contact Vickie Nissen Stringfield or Judy Oxborrow. Our goal is to update this document when needed.

Thank you to our members who have contributed to this document.

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# Section A:

## RCYC Activities and Events Organization Guide

### Introduction

This guide is to assist members in the planning of various Club Activities and Events. Our goal is to make the Clubhouse more user friendly, easier to maintain and also to address some health and safety issues.

The budgets are just a recommendation; do not consider it a limit. Going under budget is not a sin; it only helps the Club. The goal is to have fun, creating an enjoyable Event for all members.

### Event Budget Recommendations

The recommended budgets are all inclusive: menu, decorations, and entertainment (if any).

**Special Events** are considered those Events for which a separate fee is charged.  
the Commodore's Ball and Ladies Dinner are considered Special Events.

Commodore's Ball: Facility, Meals, Music, Decorations, Misc..... \$9,000 - 10,000  
(Starting in 2015, the Board voted to comp new members who joined in the previous year.)

Ladies Dinner ..... \$3,000

Activities cover work parties, barbecues and other social Events for which no fee is charged.  
This is paid thru \$15.00 quarterly billing for Activities.

New Year's Eve/Soup & Sail..... \$150  
St. Patrick's Day ..... \$500  
Opening Day ..... \$400  
July 4 Land Cruise (potluck) ..... \$400  
Pirates Cruise (potluck) ..... \$300  
Christmas Ships (potluck and gift exchange)..... \$250  
Walk BBQs ..... \$350

NOTE: the November Walk BBQ is usually a brown bag fundraiser for the Club. Members bring something in a brown bag to be auctioned off to Members at the Walk BBQ. Proceeds go to the Walk sponsoring the BBQ to choose something to benefit the Club.

Work Parties (Average based on 6 per year) ..... \$200

### Smoking Policy and Ice Policy

**Smoking Policy** - Smoking (including e-cigarettes, vaping appliances, etc.) is prohibited in the moorage with the exception that it is allowed on private property (i.e. boats, boat houses and floating homes).

**Ice Policy** - Mark the Event name on sign-out sheet and the quantity taken. The cost will automatically be charged to the Club's Event budget.

## Events and Walk BBQs: things to check and do

1. "Heads up" sent by either the Activity Chair or the Event Coordinator - sent ONE MONTH ahead of the event date.
2. Recruit for volunteer event organizer(s). An email list is available for each Walk to help in organizing Walk barbecues. Contact Member Support or Activity Chair(s) for the latest updated file. Names and Contact Information for the Activity Chair(s) and Member Support may be found in the Year Book.
3. Send out Evite invitations for RSVP's for all Events. See Evite instructions, Pages 4 to 11  
(Note: The occupancy load for the Clubhouse that the Fire Marshal ordered is:  
Maximum seating allowed is 84 persons in the Clubhouse and 50 on the patio.)
4. Assign a member to take photos of events, work parties, and Walk BBQs; to be sent to the Foghorn team.
5. Decorations (details on page 12)
6. Tablecloths and cloth napkins can be found in Storage Unit 4. Return them clean, folded and place them in the storage area and bin where found. The blue or red checkered tablecloths are available for use for Walk BBQs.
7. Check the Clubhouse to see if it is clean and ready to go.
8. Check the Galley, the Galley Storage, and the refrigerator for useable items.
9. Set the menu and shopping list.
10. Suggested shopping resources for Events: Costco and SmartFoods for large quantities—for smaller amounts, Winco is good. Use your best judgment as to quantities vs cost as storage in the Galley is limited.
11. Be sure to turn off the gas to the BBQs after grilling is done.
12. Recycling and garbage need to be taken up to the parking lot dumpsters.
13. Read Clubhouse cleanup guidelines.
14. Refrigerator: What you bring in, you take out.
15. Keep counters clear of clutter, and area around the bar. Remove or store them where they belong.
16. Reimbursement and final report: Reimbursement forms can be downloaded from the members only section on the website. Look under heading Forms and Documents. A form for the Final Report is included in this packet.
17. It is suggested someone be assigned to do a final check of the Clubhouse: tables and chairs, floors swept and mopped, Galley clean, and if necessary, all decorations put away.

NOTE: Counters and floors are to be kept clear of clutter.  
Please store items in their correct locations.

### **Walk BBQ are a long standing RCYC tradition.**

What is a Walk BBQ? Each Walk of the moorage hosts an annual BBQ party at the Clubhouse. This is a low key gathering where Walk members participate in setup, food prep and clean up. This is not a party just for that Walk; it's hosted by the Walk for all members.

Dates of the Walk BBQs are shown in the calendar pages for the current Year Book and on the calendar pages on the website. Walk members are urged to mark their calendars and lend a hand when it's their Walk's turn to host a BBQ,



# Evite Instructions to be used for All Major Events and Activities

## Evite Setup for all major RCYC Events

The Club now has an Evite on-line invitation and reservation system for Club events and activities. Maximum seating allowed in the Clubhouse is 84 persons. Maximum seating on the patio is 50 persons. To assure both adequate food/beverages and compliance with the Fire Marshall's capacity limits, it is important to use the Evite system and monitor reservations or assign someone to take reservations.

By RSVP'ing, you will help planners understand how many people will be attending, so we can purchase the correct amount of food, etc. We hope this will eliminate waste and improve our party budgeting and planning.

The new Evite email address is- [RCYCpartyevite@gmail.com](mailto:RCYCpartyevite@gmail.com). Evites will be sent to all listed member emails addresses, so please ensure couples/families only respond once so we don't double up on attendees count.

NOTE: The occupancy load for the Clubhouse ordered by the Fire Marshal: Maximum seating in the Clubhouse is 84 and maximum seating on the patio is 50.

## The Evite setup and the RCYC Event contact list:

**Do not alter.** The Excel list of members should not be altered in any way. It must be in this format to upload correctly. *This list is confidential and not to be shared.* Please see the directions on the following pages for using Evite on our RCYC account. Lisa Petersen tried to cover everything and said she can certainly help if needed. She promises it is easy!

Contact the Activities Chair(s) or Member Support for the full email list of members. Contact Information for the Activities Chairs and Member Support may be found in the Year Book.

**Word Evite instructions:** RCYCEvitePartyInvitationProcess.pdf

Excel Contact List file: RCYC Evite List 1-22-19.xlsx. The **date changes** when the when membership changes and the file is updated.

Gmail is [RCYCpartyevite@gmail.com](mailto:RCYCpartyevite@gmail.com) and the password is **RCYCSailor**

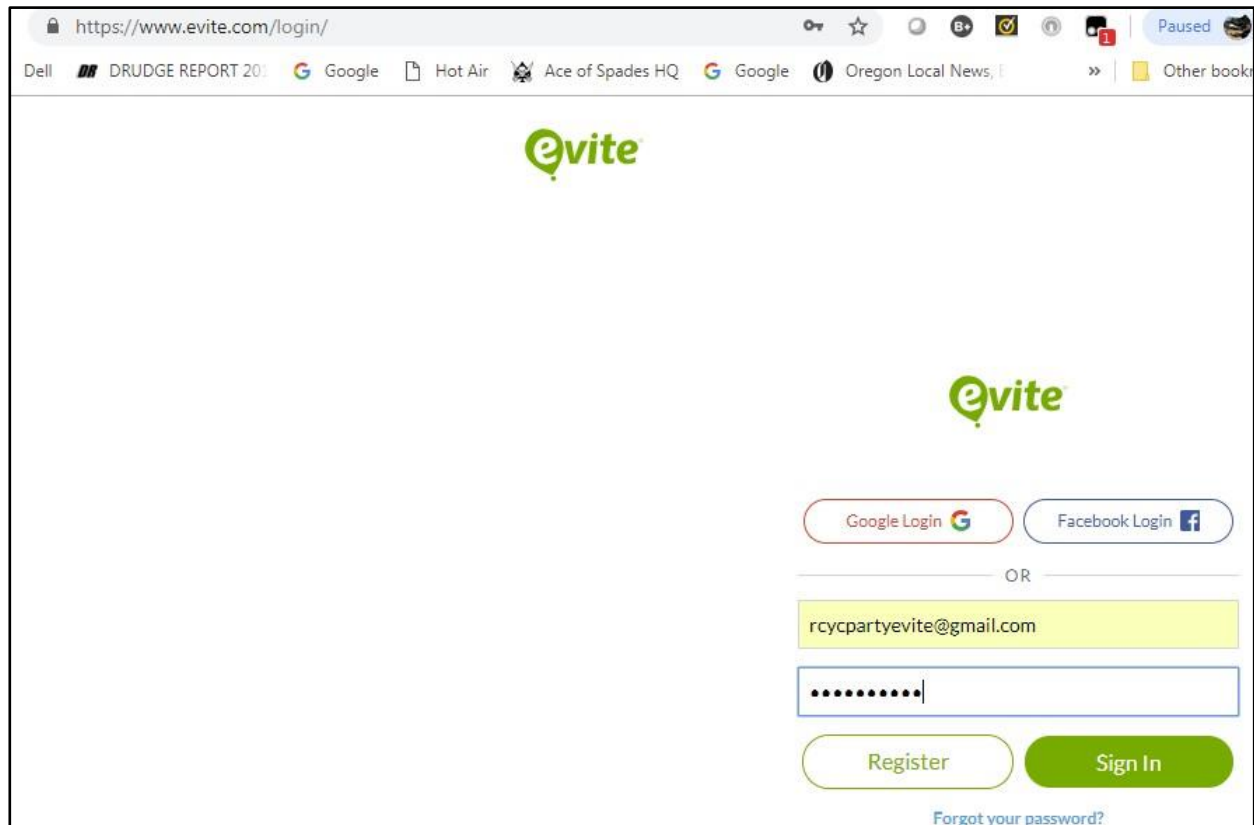
Evite page will show up to begin the process of making an invitation.

The invite will go out to the entire Club membership.

Contact our Activities Chair(s) if you have any questions!

## RCYC Evite Party Invitation Process

Go to [www.evite.com](https://www.evite.com), this log in page will show up:

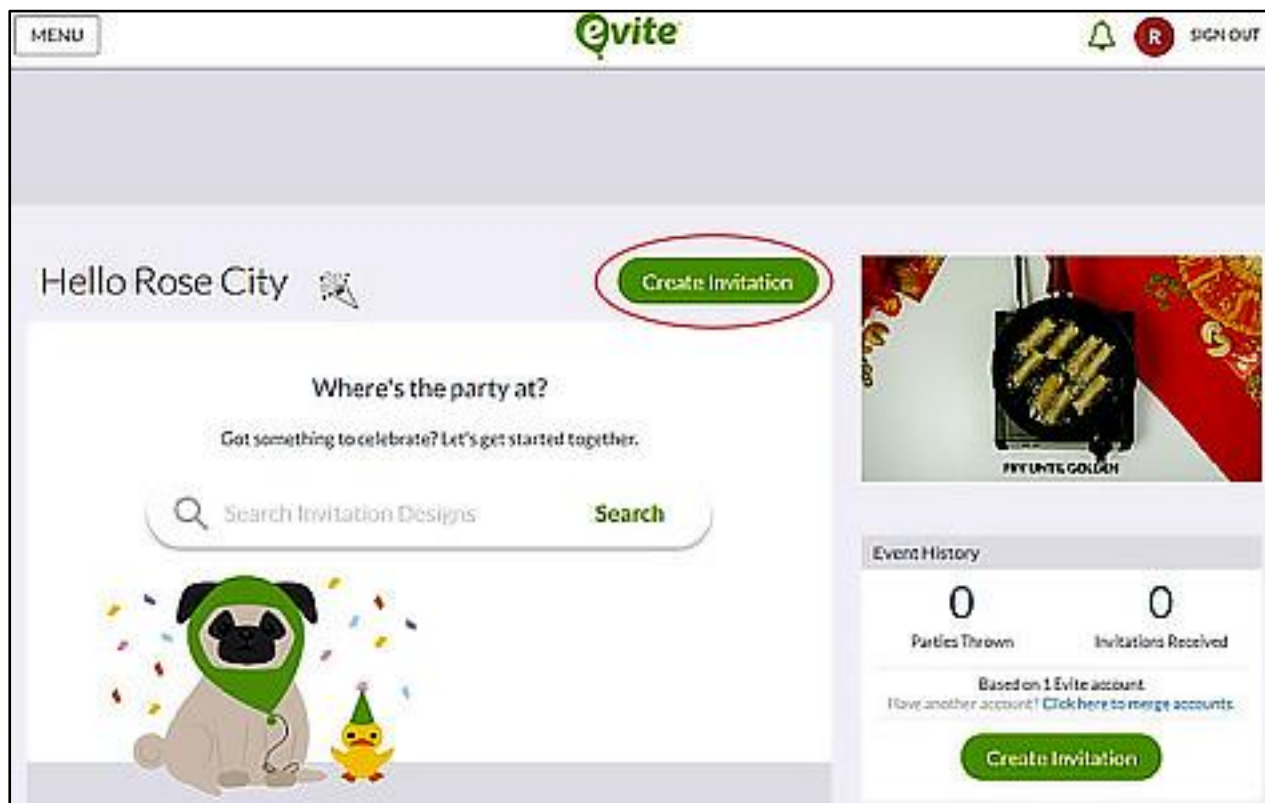


The screenshot shows the Evite login page in a web browser. The address bar displays <https://www.evite.com/login/>. The page features the Evite logo at the top center. Below the logo, there are two login options: "Google Login" and "Facebook Login". A horizontal line with the text "OR" separates these from the email and password fields. The email field contains the address [rcycpartyevite@gmail.com](mailto:rcycpartyevite@gmail.com). The password field is masked with dots. At the bottom of the login section, there are two buttons: "Register" and "Sign In". A link for "Forgot your password?" is located at the bottom right of the page.

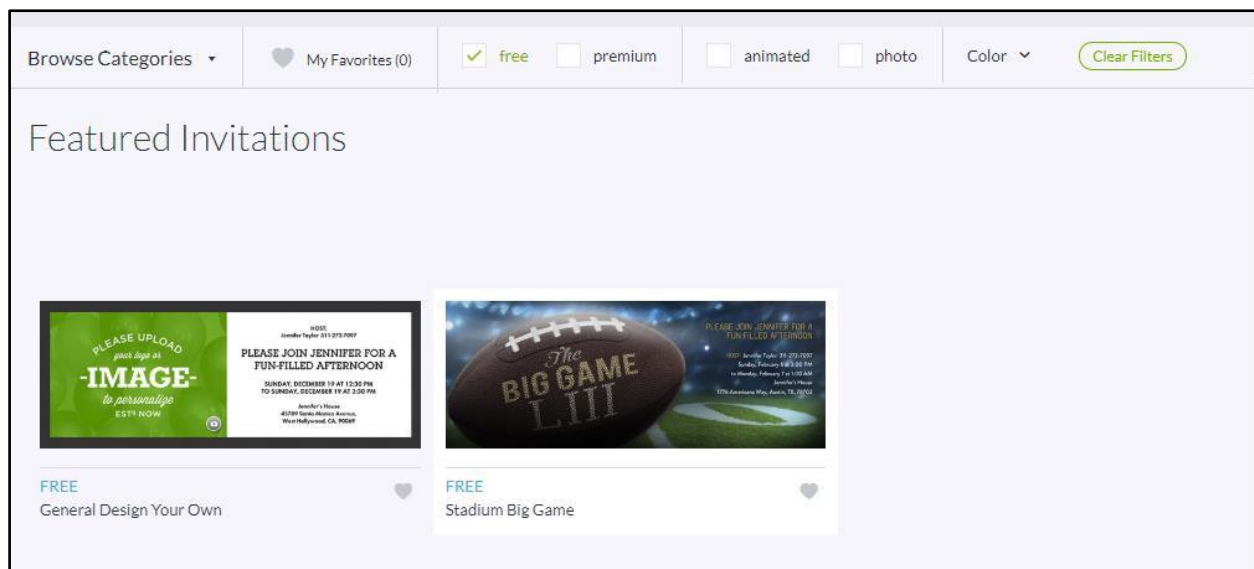
Gmail address is [rcycpartyevite@gmail.com](mailto:rcycpartyevite@gmail.com) and password is RCYCSailor

## RCYC Evite Party Invitation Process (continued)

Evite page will show up to begin process of making an invitation:



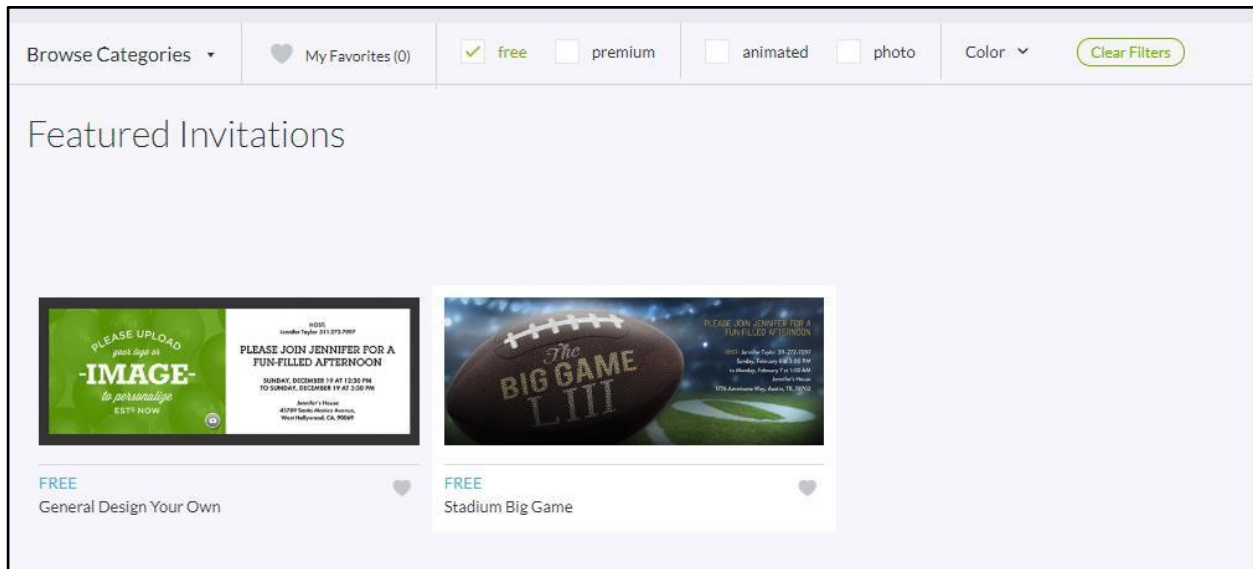
Go to "Create Invitation:



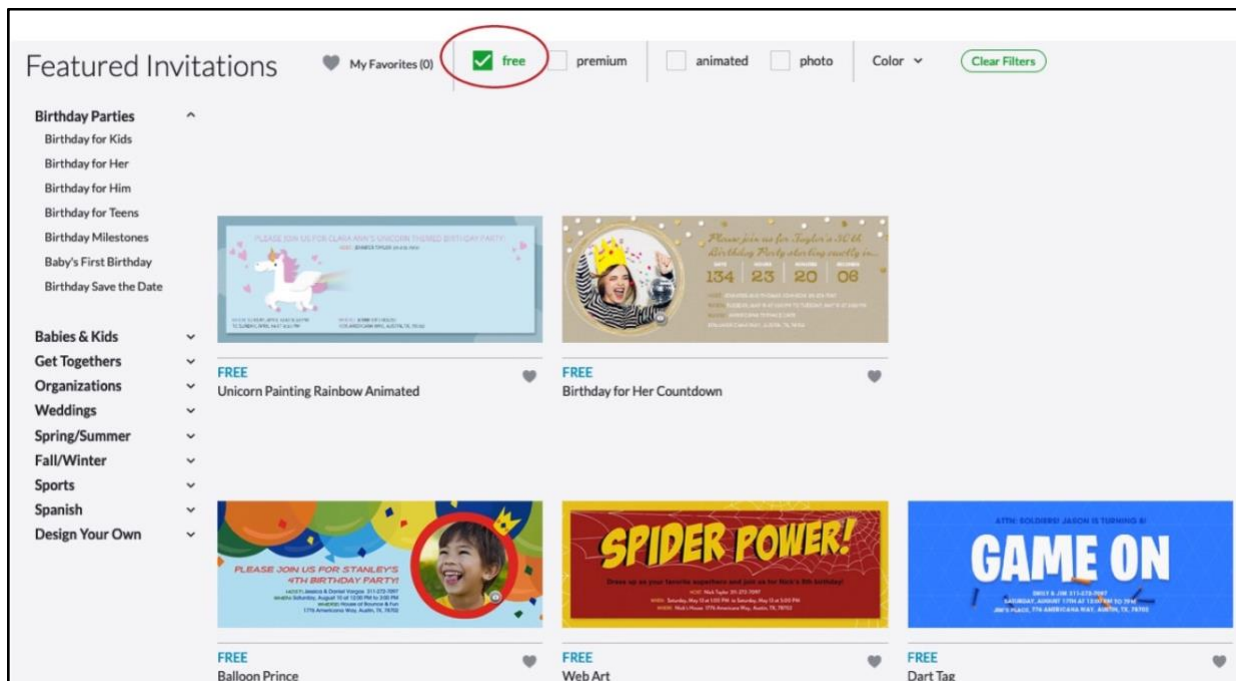


## RCYC Evite Party Invitation Process (continued)

Always sort by “Free” – we don’t want to have to pay for premium invitations:



You can sort by category – in this case, St. Patrick’s Day & there are 4 pages of **free** invites:



## RCYC Evite Party Invitation Process (continued)

Choose an invitation you like & click on the example invitation:



Once you click on it, you can enter all the information about the Event.

The Evite event creation interface. At the top, there's a green header with the Evite logo. Below it is a large green banner with shamrocks and the text "St. Patrick's Day Celebration". Under the banner, it says "Event Title" and "at Rose City Yacht Club 555-555-5555 Location Name". Below the banner are three buttons: "Change Design", "Preview Invitation", and "Save Draft", followed by a green "Continue" button. The main section is titled "Enter Details" and contains several input fields: "Event Title" (with a placeholder "Event Title"), "Event Type" (dropdown menu with "St. Patrick's Day" selected), "Hosted By" (text field with "Rose City Yacht Club" and a "+ Add a Co-Host" link), "Event Date / Time" (with "MM/DD/YYYY" and "0:00" fields and a "+ End Date/Time" link), "Phone Number" (text field with "(555)555-5555"), and "Location Name" (text field with "My house, the bar, etc."). To the right of the "Enter Details" section is an "Additional Options" section with three dropdown menus: "RSVP Style", "Gifting Options", and "Donation Options". Below these is a message: "Please consider adding a donation button to your invitation enabling donations for". At the bottom right, there's a "SUGGESTED NONPROFIT" section featuring "The Nature Conservancy" logo and the text "Conserve the lands & waters on which all life depends. ADD TO YOUR EVENT".

## RCYC Evite Party Invitation Process (continued)

Details including notes regarding food, beverage, dress code, etc. goes in the “message from the host” portion of the website:

### Enter Details

Event Title \*

St. Patrick's Day !

Event Type \*

St. Patrick's Day

Hosted By \*

Rose City Yacht Club

+ Add a Co-Host

Event Date / Time \*

03/16/2019

05:00 PM

+ End Date/Time

Phone Number

503-282-2049

Location Name

RCYC Clubhouse

Street Address


Street Address


City

State

Zip

Hosting Tools

 Create Poll +Add

 Create What to Bring List +Add

Message from Host

Font


Size


**B**


*I*


U


*I*<sub>x</sub>























## RCYC Evite Party Invitation Process (continued)

At the right top of the page you can save your draft, preview the invite or change the design.















[Change Design ▾](#)[Preview Invitation](#)[Save Draft](#)[Continue](#)

To add guests, just upload the file. It is saved in a very specific format – please **do not change the list** as it took 2 hours to set the formatting. Save the RCYC Evite List to your desktop, upload the file and all emails will be imported. You can check on the entire list by checking the guest list. It should hold 200+ emails. Contact our Activities Chair, Lisa Petersen or Judy Oxborrow for the full, updated, email list of members.

### Add Guests by email or phone

[Evite Contacts](#)[Import Contacts](#)[Upload File](#)[Delete All](#)

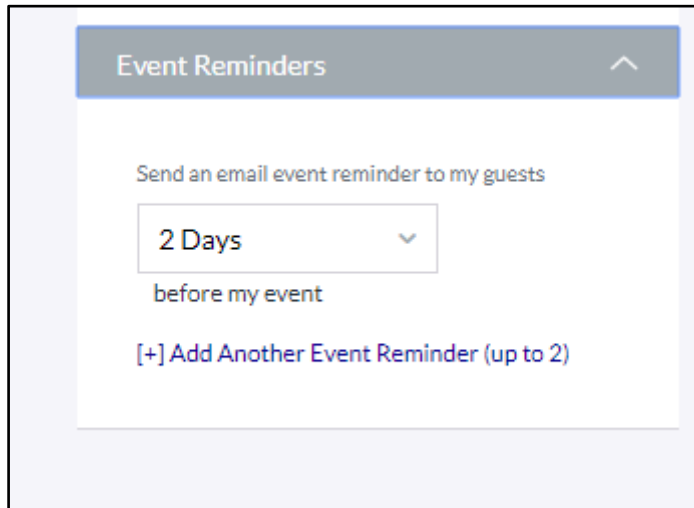
*Enter or Paste emails or phone numbers separated by semi-colons or returns...*[Add Guest](#)

Name (207) ▾	Email Address / Phone Number	Edit or Remove
Adams Rosenbaum	jadams@teleport.com	 
Annis	krayannis@aol.com	 
Annis	terransea@aol.com	 
Annotti	dannotti@yahoo.com	 
Annotti	roberts0649@comcast.net	 
Bacon	bernieb777@gmail.com	 
Bacon	ask-the-bacon@comcast.net	 



## RCYC Evite Party Invitation Process (continued)

The account will be updated every time an email address confirms or denies attendance. You can set email Event reminders as well.

A screenshot of a web interface titled "Event Reminders" with an upward arrow icon. Below the title, it says "Send an email event reminder to my guests". There is a dropdown menu showing "2 Days" with a downward arrow. Below the dropdown, it says "before my event". At the bottom, there is a link that says "[+] Add Another Event Reminder (up to 2)".

Event Reminders ^

Send an email event reminder to my guests

2 Days v

before my event

[+] Add Another Event Reminder (up to 2)

You can save & send your invite for later or send right after creating.  
You can manage the invite, etc. after signing in.

**Just in case you missed this:** The occupancy load for the Clubhouse is:  
Maximum seating allowed is 84 people in the Clubhouse and 50 people on the patio.

# FIRE SAFETY Rules for Rose City Yacht Club Clubhouse and Patio

## Occupancy

Maximum occupancy for the Clubhouse is 84 and maximum occupancy for the patio is 50.

## Exits

Clubhouse exits shall be unobstructed at all times.

Clubhouse exits shall not be covered with drapes or other items.

At no time shall any of the ramps to/from the patio be blocked and a clear path leading to them shall be maintained at all times.

## Clubhouse Tables

When arranged in rows and seating is on both sides, there shall be a minimum of 31" from the wall and a minimum of 50" between rows.

When banquet tables are in rows end to end, there shall be no more than 3 tables in the row without a 3 foot break between them.

## Clubhouse Chairs

There shall be no more than 14 chairs in a row. A minimum of 12" of clear space shall be maintained between each row of chairs.

A row of more than 7 chairs requires an aisle on each side with a minimum width of 4 feet.

No chairs from the Clubhouse are to be moved to the patio.

## Clubhouse Decorations

Candles or other sources of open flames are not allowed. (Battery operated candles are allowed.) Decorations shall be arranged in such a manner that a clear path a minimum of 36" wide is maintained to all exits.

- No natural Christmas trees are allowed.
- No decorations shall cover the exit signs/emergency lighting nor cover the fire extinguishers.
- No combustible decorations shall cover the windows.

No combustible decorations within 6' of an exit.

## Pation Decorations

No open flame devices are followed on the patio. This includes, but is not limited to: Tiki torches, candles oil lamps, private barbecue grill of any type, or portable fire pit devices.

Decorations shall not be tacked or taped to any part of the patio structure. Decorations shall be a type that will not damage the structure if they get wet. Example - No crepe paper because the colors run when it gets wet. Decorations may be hung on the wire railing using zip ties, wire or string.

Decorations may be placed on tables.

## Electrical

Only UL listed miniature lights shall be allowed for decorating.

Only UL listed grounded heavy-duty extension cords may be used. (No "Household" lightweight cords are allowed)

When clubhouse is unoccupied, disconnect the power to all electrical decorations.

## Food Warming

Commercial food warming appliances are allowed. Use of Sterno heating shall be in approved devices

# Decorating the Club, Reimbursement Forms and Closing Report

## Decoration the Club

**Check for existing decorations first:** You are encouraged to use the decorations/vases we already have before buying more. Check the outside Storage Units 3 and 4. Items will be stored in marked bins according to holiday, color, season, or category. (There is a bin with red, white and blue buntings that are normally put up for Opening Day and July 4th parties. They are attached to the ramp railings with cords or zip ties.)

**Tablecloths:** White tablecloths should not be used for Walk BBQ's. They should be reserved for special occasions like the Ladies Dinner. The burgundy tablecloths are usually used at Christmas. The blue ones or red and white are best for the Walk BBQ's. (Don't forget to wash the tablecloths and return them to the correct bins. If plastic tablecloths are used, it is best to purchase table covering rolls at SmartFoods rather than individual tablecloths.

**Most important is NO TAPE!** We never use tape to attach anything to the Club's ceiling or walls. Paper clips are used to attach things to the ceiling metal grids. Things need to be as lightweight as possible. *(However, you may use tape to secure decorations to the windows glass, but then the windows need to be cleaned afterwards.)*

## Floral Decorating Resources

Through Becker Enterprises, Laura Richard was able to obtain a yearly license from the Oregon Department of Agriculture. The Club pays for this license, along with renewing our 3 yearly passes to the Portland Flower Market (PFM). Laura Richard is the main representative and responsible for these licenses. At this time, Fran O'Bryant and Linda Shaw are also members with access. If we want to take a guest along, we need to purchase a pass for the day. Changes in access need to be done through Jeanne Becker.

Remember, flowers are part of the total Event budget.

1. Walk BBQ Events: Each walkway has used floral decorations of their own choice by cuttings from members' flower gardens, going to Costco or grocery stores, or asking one of the PFM pass members to take them to the wholesale market.
2. Ladies Dinner: Depends on the First Mate's request or vision for her party. It could be again home flowers, grocery stores or wholesale. At times, the PFM members have acquired supplies like vases, florist foam, less expensive flowers like daisies, mums, carnations, or greenery for the Event. Averages cost is between \$150 to \$400
3. Commodores Ball: Our biggest event in flower cost, the budget recommendation for this is \$1000 to \$1200, that includes all the required supplies needed. Valentine's Day might up the price of roses
  - a. Supplies: \$125-200: Included is florist tape, florist glue, hot glue, ribbon, wristbands, magnets, presentation plastic bags, plastic flower containers and florist foam, (which is purchased by the box which is cheaper than individual bricks), name tags, etc.
  - b. There is "2" First Mate bouquets, at the cost of \$75 each or \$150 total. Example: a glass vase from the floral market would be around \$25-\$40 and if only using 2 dozen roses and greenery, it would cost around \$35.
  - c. Centerpieces: Depending on the number of tables, the average cost \$30 each. (15 tables - \$450)
  - d. Corsages and boutonnieres would be about \$200 depending on total needed. In the past we have purchased 32.
  - e. Podium front piece: average cost is \$40 – 60.
  - f. Daughter of Neptune and chaperone bouquets \$20 – 25.

## Reimbursement Forms and Closing Report

For reimbursement for any Event or Activity costs you incurred that benefited the Club, go to our website: <http://www.rosecityyachtclub.org>, then select Forms and Documents and follow the instructions.

### Closing Report

Please report Event Menu cost, quantity, and attendance count.

Please list any significant items and quantities used for this Event that you feel would be helpful to members running future Events. Also add any helpful ideas that worked, or what to avoid.

Name of Event:	
Theme of the Event:	
Estimated number attended:	Evite count: Estimated additional attendees:
ITEM: Appetizers, Main Dishes, Desserts, Decorations, other	ESTIMATE QUANTITY USED, ADD NOTES, TIPS



## Section B:

Clubhouse Rental Form and Rules; Cleaning; Recycling Guidelines; Location of Supplies; Galley Dish Sanitizer

### Clubhouse Rental Form

**[Click here](#) to download the Clubhouse Rental Form**

### Clubhouse General Rules and RCYC Guest Rules

**The following rules will apply to all Events held at the Clubhouse.**

For fire and safety reasons, attendance is limited to maximum seating of 84 persons in the Clubhouse and 50 persons on the patio.

Guests are permitted in the parking lot, Clubhouse, and patio. They are not allowed to roam the docks unless accompanied by an RCYC member. For larger Events, carpooling is strongly encouraged to lessen the impact on the parking lot.

All children 12 years of age or younger must wear a life jacket when not in the Clubhouse.  
(Life jackets are provided in a box at the top of the ramp.)

Smoking (including e-cigarettes, vaping appliances, etc.) is prohibited in the moorage with the exception that it is allowed on private property (i.e. boats, boat houses and floating homes).

Loud or disruptive behavior will not be tolerated and may result in the immediate termination of the Event at the discretion of the Resident Members or Port Captain.

For event rentals, decorating the Clubhouse and patio is limited to the day of the rental. Decorations shall not be tacked to the walls or taped to the ceiling tiles or grids. Decorations shall be hung using hooks designed to fit over the grids and crown molding. A supply of hooks is available in the Clubhouse. RCYC Club decorations or any supplies in storage are not to be used without prior approval by the Board. All RCYC members will have access to the Clubhouse while preparations are taking place. All members will have access to the restrooms and reasonable access to the Galley during all functions.

No chairs from the Clubhouse are to be moved to the patio. No open flame devices are allowed, included but not limited to: Tiki torches, candles oil lamps, private barbecue grills or portable fire pit devices. Commercial food warming appliances are allowed. At no time shall any of the ramps be blocked and a clear path leading to them shall be maintained at all times.

During the prep and set-up time for Clubhouse Events, the Clubhouse stewards may conduct cleaning and maintenance Activities. In addition, during Clubhouse Events themselves, the Clubhouse steward may do unobtrusive Clubhouse maintenance tasks such as cleaning the heads, replenishing soap, emptying trash, and quietly cleaning the Galley if not in active use.

# Clubhouse Cleaning Requirements

## Keeping the Club Clean

Cleanup – The following items are considered part of cleanup responsibilities. All cleanup must be completed prior to leaving the Clubhouse.

1. Hand wash, sanitize, dry and put away all, dishes, silverware, pots and pans, etc.
2. Clean stovetops, counter tops, and Galley sink.
3. Make sure all stove burners are turned off. Turn off power to sanitizer and coffeemaker.
4. Remove all event or activity food items from the refrigerator.
5. Unless other arrangements have been made, remove all decorations.
6. All heads are to be left clean and orderly.
7. Floors are to be swept and mopped.
8. Handle all garbage and recycling as follows:
  - a. Empty all garbage cans and line cans with new garbage bags.
  - b. Empty all three recycling containers: one located on the deck for metal and paper and the two in the Galley next to the garbage (one for glass and one for returnable beverage bottles and cans).
  - c. Put absorbent pads (located next to the containers) in the bottoms of the recycling/returnable containers in the Galley and line containers with new plastic bags.
  - d. Haul all garbage, recycling and returnables up to the receptacles in the parking lot. Keep all glass, other recyclables and returnables separate.
  - e. Keep plastic bags and other trash items out of the recycling receptacles.
9. Turn thermostat down to 55 degrees. Turn off all lights.
10. If the Event ends after 8 p.m., lock the Clubhouse and all gates as you leave.
11. Check the parking area to remove any decorations or other evidence of event.
12. It might be a good idea to give the Club a quick check before an event or general meeting.

## Floor Care: take care when moving tables and chairs

Always take care when setting tables and chairs up for Events. Do NOT drag them across the floor. Instead, lift and move to avoid scratching and marring. Keeping the floors buffed and in good conditions takes time; those doing the maintenance greatly appreciate your taking care.

## RCYC Clubhouse Stewards – Guidelines

Thank you for taking on the Clubhouse stewardship responsibility for one month. You will receive 12-work hours credit for adequately completing the duties. Providing a clean, neat, and a well-organized Clubhouse is a service RCYC provides to its members. The Clubhouse is also maintained so that it is ready to be rented out to Corinthian organizations and RCYC-sponsored parties (who are responsible for clean-up after their Events).

The following duties will keep the Clubhouse clean and functioning. **These duties require at least one visit per week**, at a time of your choosing. Please remember that you are responsible for the whole month. If you cannot complete some of these tasks in a timely manner, please tell the Clubhouse Chair immediately, so the work can be arranged for and work hours adjusted.

### Weekly:

1. Clean both heads and refill paper supplies and hand soap.
2. Empty the garbage cans and reline with plastic garbage bags.
3. Keep dirty dishes and glasses washed and put away.
4. Wipe down all stove tops, counter tops and tables. Check and clean ovens and refrigerator if needed. (NOTE: Appliance manuals are in the bank of drawers between the stoves.)
5. Check and replenish supplies of coffee, decaf, creamer, sugar, hot cocoa, paper towels, kitchen soap, cleanser, and bleach (sanitizes the dishwasher).
6. Tidy up newspapers and magazines quarterly; recycle issues over 1 year old.
7. Sweep the floors including under all mats, under tables and under Galley island.

### Twice a month:

1. Damp mop all floor areas with Marmoleum cleaner (Caution: don't flood the floor!).
2. (NOTE: Floor polishing will be done by a separate work crew biannually using polisher)
3. Dust the interior, including getting rid of dead flies in window sills.

### Monthly:

1. Wash and return any dirty Galley dish towels.
2. Wash the windows. Winter interior only, summer outside too.
3. Clear cobwebs around light fixtures outside the exterior doors.
4. Clean woodwork around door knobs and light switches

## RCYC Clubhouse Stewards – Guidelines (continued)

If you finish cleaning after dark, be sure to lock all three doors and close the ramp gate behind you when departing.

If you run out of supplies, cannot find something, or have a question call the Clubhouse Chair.

All RCYC members and groups agreeing to use the Clubhouse know they have to clean up their own messes. If you find that a group has used the Clubhouse and has not cleaned up after themselves, please report this to the Vice Commodore or the Clubhouse Chair.

Please check the Clubhouse before RCYC special Events to see that it is clean and well stocked with supplies and that the trash is empty. It is also a good idea to check the Clubhouse calendar so that you don't plan on cleaning when it is in use for a private party. The Vice Commodore maintains the Clubhouse calendar. The name of the Vice Commodore is listed in the front of the Year Book.

The cleaning supplies are in several places. The main supply cabinet is the upper new oak cabinet closest to the Galley door.

### Cleaning Supply Locations

Upper left new oak cabinet	Multifold and regular paper towels, toilet paper, paper towels, smaller trash bags, gloves, dusting spray, etc.
Galley: under sink	Dishwasher soap, dish soap, cleanser, Windex, bleach, sponges, SOS pads, 409.  Large trash bags by trash can under counter
Men's Head Cabinet	Hand soap refill, Marmoleum floor soap, cleanser, toilet bowl cleaner, 409.
Women's Head Cabinet	Hand soap refill, cleanser, toilet cleaner.
Broom closet	Mops, brooms, dust mop, dustpan; vacuums, vacuum bags
Electrical shed	Bucket & big mop; gallon containers of  Gojo & other cleaning liquids
Men's Head under counter (move trash bin aside)	Faucets for filling bucket



# RCYC Clubhouse Steward Duties      Month \_\_\_\_\_ 20\_\_\_\_\_

	Dates performed				
<b>To be done weekly</b>					
Clean heads; including toilets & urinal					
Replenish paper supplies & hand soap in heads and Galley					
Empty all garbage cans; replace plastic garbage bags					
Wash dirty dishes, dry and put away					
Clean stove tops, counter tops, & tables					
Check and clean refrigerator & oven (as needed)					
Replenish coffee, creamer, sugar, equal, cocoa, cider, tea.					
Straighten and/or throw out loose papers, magazines, etc.					
Sweep and/or dust floors, <b>incl. under tables, all mats, Galley island</b>					
<b>To be done twice a month</b>					
Damp mop all floors (use any cleaner handy but not floor stripper)					
Dust away spider webs & dead flies on walls and <b>windowsills</b>					
<b>To be done monthly</b>					
Clean windows inside and out (summer); inside only (winter)					
Wash and return dirty kitchen towels					
Clean cobwebs outside exterior doors around light fixtures					
Clean woodwork around doorknobs and light switches					
<b>Other:</b> Defrost freezer in the Galley Storage (yearly)					

**Check supplies; report those needed to the Clubhouse Chair  
(Annette Kienberger: 503-367-9978; [akienberger@hotmail.com](mailto:akienberger@hotmail.com))**

In order to receive credit for 12 work hours for the month, I have performed the cleaning duties listed above on the dates indicated. I added any additional duties I performed at the bottom of the list and indicated the dates on which they were done.

\_\_\_\_\_  
Month & year duties performed

\_\_\_\_\_  
Signature

*Leave this form on clipboard inside supply cabinet (first upper cabinet nearest to Galley).*

Contact appropriate Chair for items that are low or need replacing.

Clubhouse Supplies – Clubhouse Chair, Annette Kienberger – [akienberger@hotmail.com](mailto:akienberger@hotmail.com) or 503-367-9978.

Galley Supplies – Galley Chief – Nathalie Mary – [nathalie36363@gmail.com](mailto:nathalie36363@gmail.com) or 503-550-2492

# RCYC Supplies List

## **GALLEY SUPPLIES**

### **Contact - Galley Chief**

- Ziplock bags (qt) (FM, C)
- Ziplock bags (gal) (FM, C)
- Aluminum Foil (C, FM)
- Plastic Wrap (C, FM)
  
- Coffee/reg (3 lb) (SF, C)
- Coffee/decaf (3 lb) (SF, C)
- CoffeeMate (large or indiv. packs) (SF)
- Cocoa packets (SF)
- Cider mix (SF)
- Tea bags (SF)
- Sugar packets (SF)
- Equal packets (SF)
- Baking Soda
- Salt / Pepper
- Stir Sticks
  
- Paper towel rolls (C, SF)
- Coffee Filters (#10 & Small) (SF)
- Dinner/Cocktail napkins
  
- Dish Soap
- Clorox (gal)(SF)
- Low Temp Machine Dish Dtrgnt (gal) (SF)
- Rinse aid for dish sanitizer (gal)
- Scrub brush (SF)
- SOS Pads (SF)
- Sponges (SF)
- Scotch Brite sponges (SF)
- Oven cleaner (SF)

## **CLUBHOUSE SUPPLIES**

### **Contact - Clubhouse Chair**

- Comet (large) (SF)
- Marmoleum Floor Soap
- 409 refill (SF)
- GOJO hand cleaner (Parkrose Hardware)
- Hand soap refill (gal) (SF)
- Hand lotion (gal) (SF)
- Mop Head (rag) (SF)
- Mop Head (sponge) (SF)
- Rubber gloves (SF)
- Scotch Brite pads (6x9) (SF)
- Lysol Toilet Cleaner (SF)
- Windex refill (SF)
- Pledge (SF)
- Cleaning/dust cloths
  
- Toilet Tissue (2 ply) (SF, C)
- Multi-fold hand towels (SF)
- Hand napkins (SF)
- Tissues (box) (SF, C)
- Sanitation replace bags (Webstaurant)
- Toilet scrub brushes
- Urinal pads (Amazon)
  
- 45 gallon trash bags (SF)
- 13 gallon trash bags (SF, FM, C)
- 4 gallon trash bags (FM)
  
- 120w floods (FM)
- 100w bulbs (FM)
- 60w bulbs (FM)
- Furnace filters (1x20x25)
- Vacuum bags
- Vacuum belts

(SF = SmartFoods (former Cash & Carry), Delta Park; FM = Fred Meyer; C = Costco)

## Solid Waste/Recycling Program

**After each Club function and private Event, members responsible for the Event shall make sure that all of the following things are done:**

1. Empty all garbage cans and line cans with new garbage bags.
2. Empty all three recycling containers: one located on the deck for mixed recyclables (a sheet explaining what may be placed in the mixed recyclables container is included at the end of this section) and the two in the Galley next to the garbage (one for glass and one for returnable beverage bottles and cans).
3. Put absorbent pads (located next to the containers) in the bottoms of the recycling/returnable containers in the Galley and line containers with new plastic bags.
4. Haul all garbage, recycling and returnables up to the receptacles in the parking lot. Keep all glass, mixed recyclables, and returnables separate.
5. Keep plastic bags and other trash items out of the glass, mixed recycling, and returnable receptacles.
6. Please do not contaminate the recycling containers. For more information on what you can recycle go to [Portland Disposal](#)



NOTE: We do not have compostable recycling; any organic waste goes in the garbage.

## Solid Waste/Recycling Program (continued)

For the names of the RCYC members filling leadership positions in the Solid Waste/Recycling Program, please see the list on the last page of this document.

Our Solid Waste/Recycling Service Provider (SW/RP) and RCYC program people are identified on page 33 of this document.

Service provided includes:

- Garbage dumpster
- Recycling (mixed) dumpster
- 2 blue plastic glass only roll carts
- Pickup is once a week in the winter and twice a week in the spring and summer.
- Our Solid Waste/Recycling Program, led by our SW/RP Chair, supports our “Clean Marina” program, headed by our Clean Marina Chair. The SW/RP program’s responsibilities:
- Work with and interface between the RCYC Board and our SW/RSP to improve solid waste and recycling services and practices.
- Continue to educate our members about the importance of waste reduction, recycling, and proper stewardship of our environment.
- Liaison with Resident Members and Club members

Our dumpsters and roll carts are located in the parking lot east of the flagpole and are separately marked for recycling and garbage. Please place your items in the appropriate container. Keep the area clean and clear of debris. Here are instructions for specific items:

**Returnables:** During Club functions there will be a roll cart labeled “returnables only” set up on the back deck to receive your refundable cans and bottles.

In addition, there is a large green “returnables” cart located near the dumpsters which is serviced by Resident Members and monitored by the Recycling Program Chair. The funds received from the deposits are donated to support the charity, Dignity Village.

**Recyclables:** Outside of the Clubhouse on the back-deck walkway is a brown plastic container for “clean metals only”. This container is to be emptied into the mixed recycling dumpster when full.

**Recycling paper:** Only clean paper products may be placed in the mixed recyclables dumpster. Please do not include metallic paper, ribbons, balloons or other non-paper decorations here. Such items should be placed in the garbage container.

# The SANITIZER Operating and Cleaning Instructions

## **The Sanitizer is NOT a Dishwasher.**

Dishes must be thoroughly washed by hand and rinsed all soap off them **before** putting them in the sanitizer.

## **Dish Washing and Sanitizing Instructions:**

1. Wash dishes by hand and rinse all soap off them before putting the dishes in the Sanitizer.
2. Before loading the Sanitizer for the first time, make sure that there is hot water at the tap.
3. Fill and then drain the Sanitizer to ensure that the system is primed with HOT water. Hot water is the key ingredient in making sure the chemicals actually sanitize the dishes. So, take care, it is HOT Water! Now you can start running loads of the pre-washed dishes.
4. First load:
  - a. Hold the FILL toggle switch for 10 -15 seconds (water level should be near the bottom of the lower arm)
  - b. Hold the START toggle switch for 5-10 seconds to start the cycle.
  - c. Do NOT drain after each load.
5. All other loads: Hold the START toggle switch for 5-10 seconds to start the cycle. Repeat.
6. After the last load do the following:
  - a. Hold the DRAIN toggle switch to drain the machine.
  - b. Hold the Drain and FILL toggle switches at the same time for about 10 seconds for a final rinse.
7. Turn the power OFF.

Power | Normal | Sani | Rinse | Drain | Cycle | Fill/Start | Power

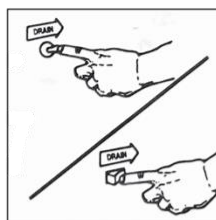


Off | Delimer | Detergent

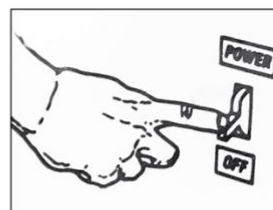


# Operating and Cleaning Instruction for the Sanitizer

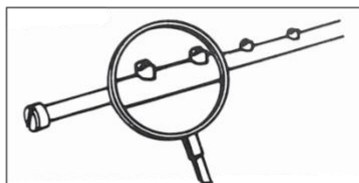
- 1** Drain machine: Press and hold drain button until water is completely drained out of the machine.



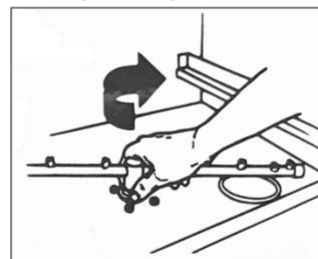
- 2** Turn off power



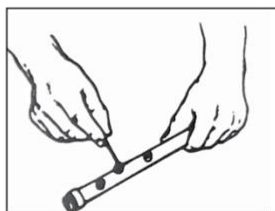
- 3** Inspect top and bottom spray arm jets daily.



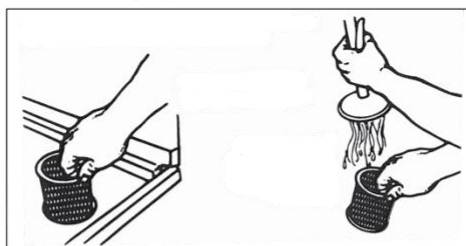
- 4** If spray arms are clogged, remove by turning bearings clockwise.



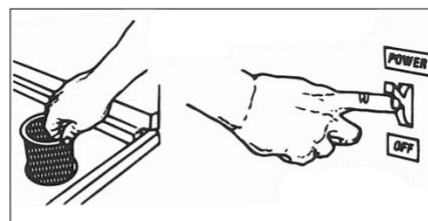
- 5** Use toothpick and push trash into arm. Remove end plug and flush with water. Re-install spray arm by turning bearing counter clockwise



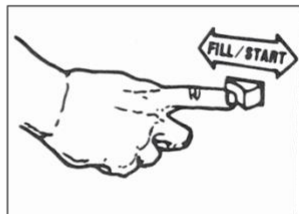
- 6** Clean strainer screen every shift: Remove screen and thoroughly clean screen



- 7** Scrub with heavy brush, rinse under faucet. Re-install.



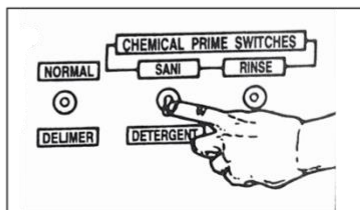
- 8** Push and hold fill button until water is just below bottom wash arm.



- 9** Start machine by closing door and pushing start button and hold for three (3) seconds until machine operates

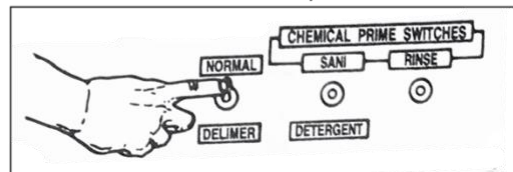


- 10** Check chemical supplies daily, use prime switches to prime chemical pumps after replacement.



- 11** For normal operation, the delimer switch must be in the normal position.

**Note:** switch in delimer position will cause machine to run continuously



# Galley Chief and Grill Master

## Galley Chief

This position is responsible for the functioning, outfitting, cleanliness and sanitation of the Clubhouse Galley.

### Functioning Equipment

- Monitor all Galley equipment for proper operation
- Report any discrepancies to the Maintenance Monitors
- Update any operating procedures as may be needed

### Outfitting

- Maintain Galley supplies as deemed fitting up to a limit of \$500 per year
- Obtain Board approval for expenditures greater than \$500.00 in one year
- Coordinate with Activities Chairs for what supplies may be needed or desired
- Have full discretion to remove any supplies deemed to be unnecessary, unusable or outdated in the Galley Storage areas, refrigerator or the freezer (located in the Galley Storage Unit)

### Cleanliness and Sanitation

- Monitor the cleanliness of the Galley
- Report any discrepancies to the Clubhouse Chair or Commodore
- Monitor cleanliness and sanitation practices or procedures
- Update any cleaning procedures as may be needed
- Be available to offer instruction as may be needed

## Grill Master

Our Grill Master makes sure the grills are clean, in working condition, and that there is plenty of propane. Report any problems or concerns about the grills to the Grill Master

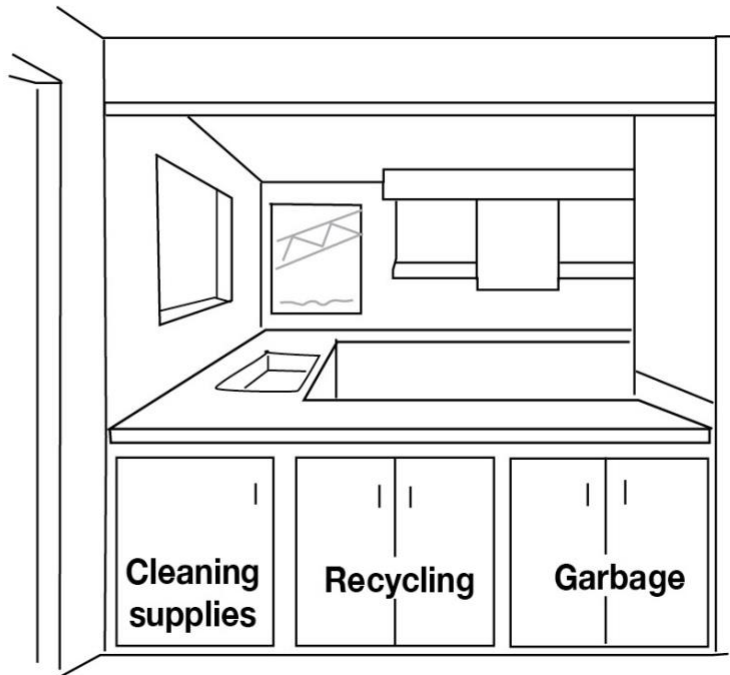
### Grill Master Duties:

- Maintain the operational integrity of the club barbecues, test and repair as needed, replace defective or worn out parts.
- Maintain the barbecues so that they are always ready for use.
- Maintain the cleanliness of the barbecues. (Though it is each club member's duty to clean up after each use of the barbecues, the final responsibility lies with the Grill Master)
- Maintain the propane gas supply for all barbecue propane tanks, monitor tank levels and refill as necessary. Maintain the tanks, replace any out of date or defective tank.
- Maintain the supply of barbecue tools ready for use - clean, functional and available: forks, spatulas, tongs, basting brushes, cleaning brushes, etc.
- Maintain a storage location or box for such tools.
- Be available to educate the proper use and the cleaning and caring of the grills to any interested club members.
- Keep the board apprised of the state and conditions of the barbecue equipment and make recommendations for replacement of equipment as may be warranted.

## Section C: Galley and Clubhouse Organization and Item Locations

### Galley, Club Storage, Coffee Station, and Bar Area:

#### Looking South into Galley Area



- Clubhouse cleaning supplies
- Clubhouse stewards duties & check list

- Recycling bins



- Garbage container
- Can liners
- Step ladder

## Galley - South Wall



**S-1:** Foil, plastic wrap



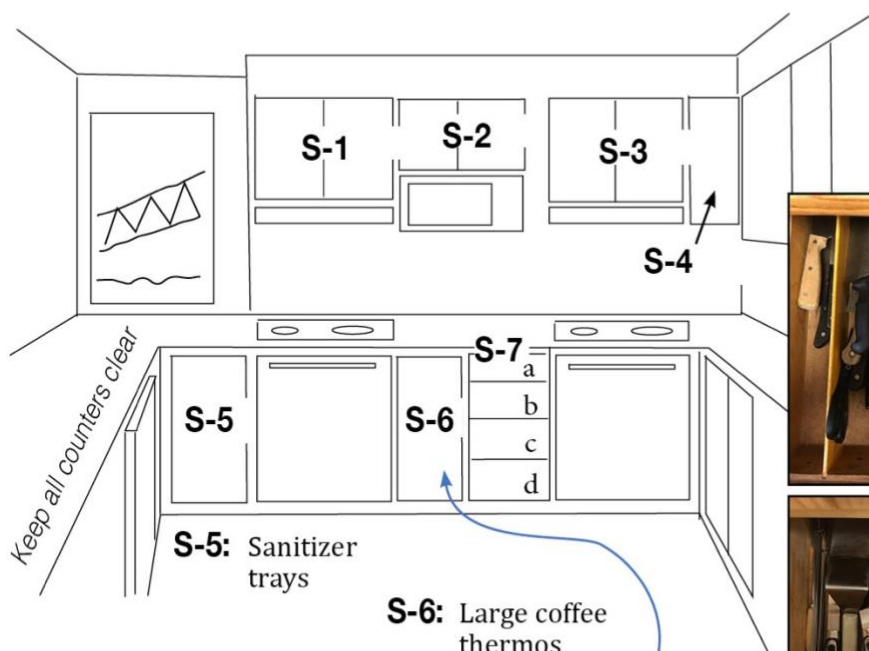
**S-2:** Storage Bags & Ziplock bags



**S-3:** Ice Buckets



**S-4:** Measuring cups & such



**S-7:**  
a: Large knives



b: Barbecue tools  
(spatulas & tongs)  
& large cooking  
utensils

c: Hot pads



d: Kitchen gadgets,  
graters,  
electric knife &  
thermometers



**S-6:** Large coffee  
thermos  
storage

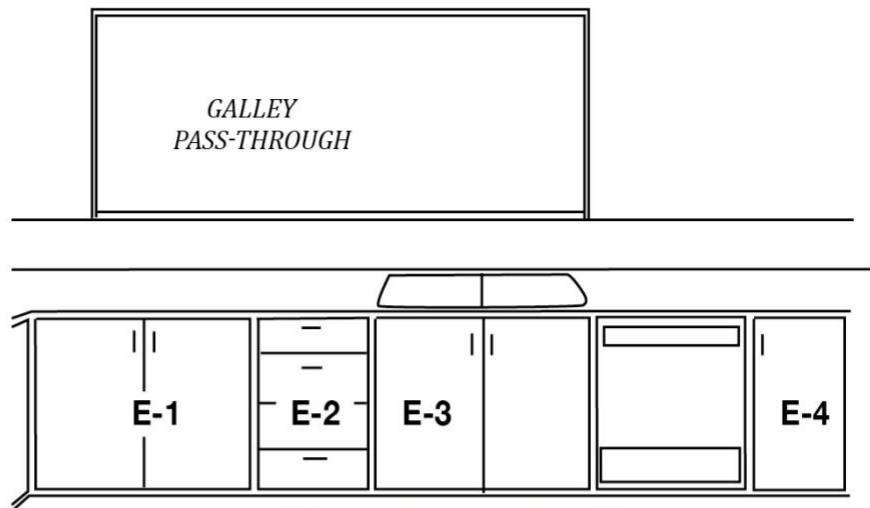
(There is also  
room under the  
coffee station)

Counters are to be kept  
clear of clutter.  
Please store items in their  
correct locations.



## Galley - East Wall

**E-1:** Plates, dishes & bowls



**E-2:**

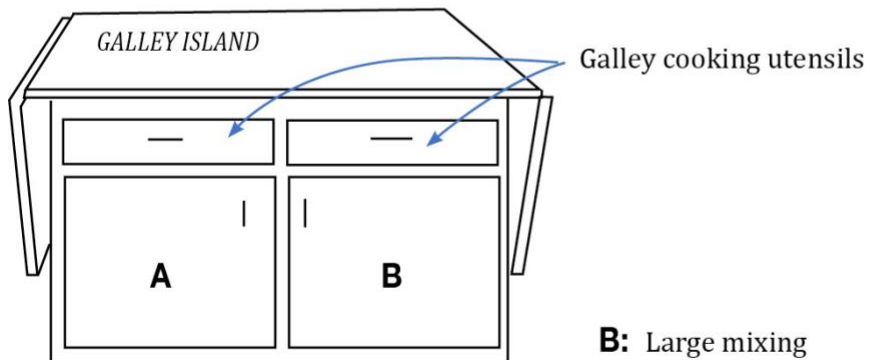
- Serving utensils and ladles
- Dish towels
- Dish towels
- Aprons



**E-3:**

- Galley cleaning supplies
- Sanitizer chemicals

**E-4:** Cutting Boards



**A:** Trays & baking sheets



**B:** Large mixing serving bowls



## Galley - West Wall



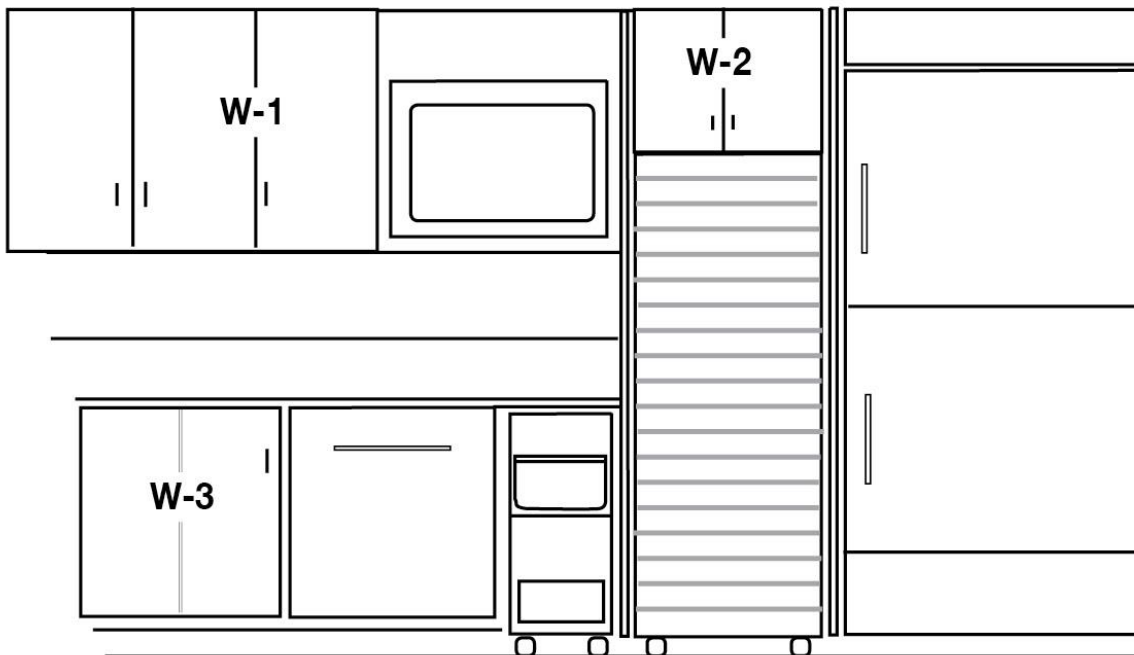
### W-1:

- Canned goods, dressings, cooking oils
- Misc. spices & seasonings



### W-2:

- Serving platters & bowls



### W-3:

- Metal bowls, skillets, and saucepans  
(Larger pots and pans are in the Unit 1 outside storage)

## Club Storage and Coffee Station:



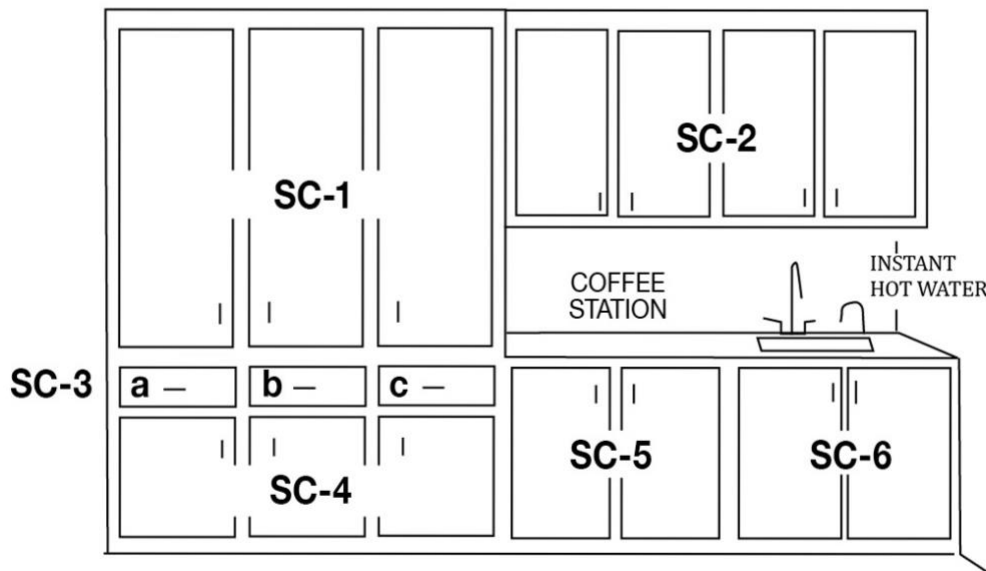
### SC-1:

- Salt & pepper
- Cream & sugar
- Paper plates
- Paper supplies for heads & galley.
- Replacement light bulbs



### SC-2:

- Coffee cups, sugar & creamer
- Glassware
- Oversized coffee thermoses



### SC-3:

- a: Tools & hardware for a quick fix
- b: Decoration supplies: scissors, wire, clips, tape, string, zip ties, etc.
- c: Office supplies: pencils, pens, paper-clips, note paper, & such

### SC-4:

- Baskets
- Misc. storage

### SC-6:

- Cleaning supplies
- Waste container

### SC-5:

- Coffee, filters, supplies
- Large thermoses (see also S-6 in Galley-south wall)

## How to make coffee:

1. Turn on the timer and wait for the GREEN light to come on (20 - 25 minutes)
2. Use only large 12 cup filters
3. Put 2/3 cup (2 orange measures) of grounds into the filter basket
4. Place Glass carafe on burner
5. When light comes on pour carafe of water into screened opening on top
6. Coffee begins brewing immediately

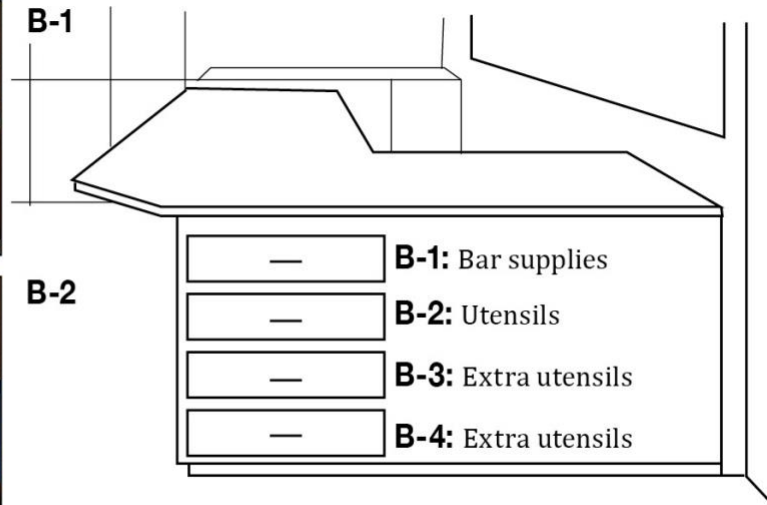
## Bar area and ship stores:



**B-1**



**B-2**



**B-5:** Misc. event supplies

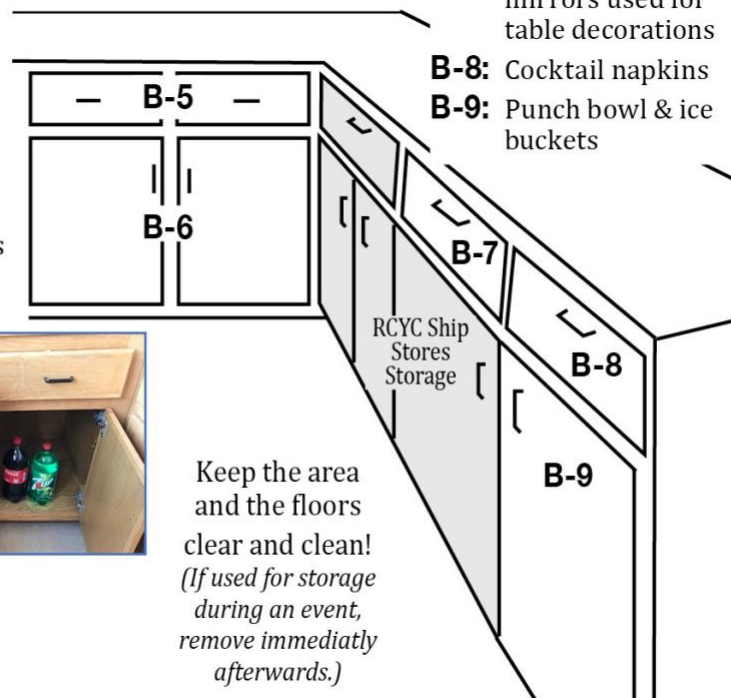
**B-6:** Soft drinks & misc. supplies



**B-7:** Glass 12 x 12 inch mirrors used for table decorations

**B-8:** Cocktail napkins

**B-9:** Punch bowl & ice buckets

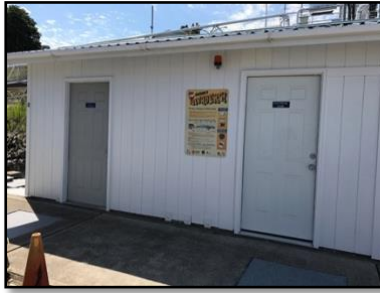




## Outside Storage Areas:

### Galley Storage – left (east) storage

- Plasticware
- Freezer
- Extra non-alcoholic beverages
- Oversized cooking pots



### Electrical Room – right (east)



### Unit 1: Shower Facility

### Unit 2: Tools, Supplies & Equipment



### Unit 3: Decorations

- July 4th - can also be used for Opening Day
- St. Patrick's Day
- Mexican
- Hawaiian
- Beachy - Jimmy Buffet - Tiki
- Bunting
- Miscellaneous



### Unit 4: Event Supplies

- Tablecloths
- Vases
- Votive cups
- Christmas
- New Years



NOTE: Opening Day  
Parade numbers and  
signs are stored in the  
“Work Shop”.

Unit 5 & Unit 6:  
Tools, Supplies &  
Equipment



**Unit 7: Racing**



**Unit H:**

**Workshop**

Opening Day Parade numbers and signs are stored in the "Tool Room".





## Club Entertainment Center (PA/Microphones)

**NOTE:** Entertainment and equipment items are listed from the top of the cabinet to the bottom.

**TEAC:** Tuner/Audio/Video control center.

- For tuner press “TUNER”
- CD press “CD”
- To play an MP3 player there is a cable on the right side. Press “VIDIO 2”

NOTE: IF THERE IS NO SOUND TRY PRESSING “TAPE MONITOR”

**LG DVD PLAYER:** Connected to HDMI-2 input on TV

**GO VIDEO/VHS PLAYER:** Connected to COMPONENT-2 input on TV

**TEAC CD PLAYER:** Connected to Teac control center – see first listed unit.

**BEHRINGER:** Controls outside/patio speakers DO NOT CHANGE CONTROLS.

**AUDIO-TECHNICA:** These two units control the wireless microphones.

- Each Mic is coded for specific receiver (A or B).
- Hold bottom button on Mic to turn ON (green) or OFF (red).
- DO NOT CHANGE CONTROLS

**PA SYSTEM:** Controls all microphones and has its own speaker system inside the Clubhouse.

- Volume: Each mic has its own volume control just above where the mic cable plugs in. Master volume is upper Right.

**TV:** The remote control is kept on a shelf in the oak entertainment cabinet. Red button turns on the TV. PLEASE RETURN TO SHELF WHEN DONE.

**INPUTS:** Push “INPUT” button on top right of remote. Use arrow key to move to input wanted. After selection is chosen push “OK”.

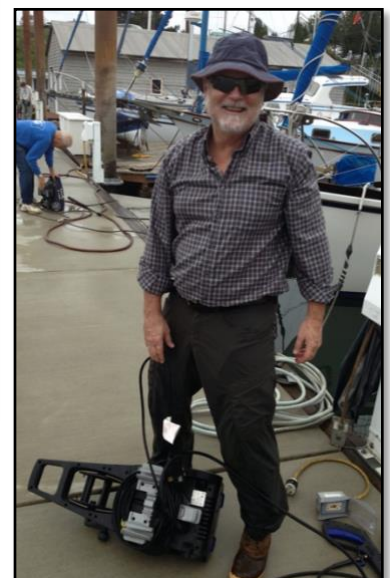
**FLASH DRIVE:** There is a place to plug in a Flash Drive on the river side of the TV toward the bottom of the cabinet.



## Your cleanup and organizing crew at work:







Having fun at Work Parties.





See you all at the Club  
and on the river!