

## Friends of the Cumbres & Toltec Scenic Railroad, Inc.

4421 McLeod NE, Suite F

Albuquerque, NM 87109

PHONE (505) 880-1311 FAX (505) 856-7543

E mail: [info@cumbrestoltec.org](mailto:info@cumbrestoltec.org)

Web site: [www.friendsofcumbrestoltec.org](http://www.friendsofcumbrestoltec.org)

### **SIGN-UP INSTRUCTIONS FOR THE FRIENDS DOCENT PROGRAM**

#### **WORK SESSION I**

A Docent is a person who enjoys enhancing guests experience while visiting the C&TSRR. Docents ride the train, answer questions, point out areas, sights and things of interest along the route and any number of other helpful tasks. A Docent has expert knowledge about the C&TSRR as a living museum. Docents not only know about the railroad, but also about flora & fauna, wildlife, geology, the history and culture of the area. Along with riding the train they may also be assigned for Chama yard duty to greet and talk to people who are driving through who stop to investigate the site. When assigned to the Chama Yard he/she is available to give personalized tours of the train yard area and to explain the various exhibits.

#### **DOCENT REGISTRATION:**

The Friends Docent program operates daily from the opening May 31st, until the closing of the railroad season October 25th, whether the train(s) 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 FOR "DOCENT SESSION I, SPECIAL SESSIONS, COS WORK SITE & SESSION H & J"**: The form is located on the **Volunteer Registration page under the WEB heading Volunteer – Volunteer Registration. Fill in the form and column for Docents use project 0400.** Complete the entries with your information in the column, include your registration fee and insurance if applicable, you may also add your membership, total the column and enter the total at the bottom. Enter the amount to be paid in the lower left of the form. Include payment as your registration cannot be processed without payment. Remember to complete and sign the waiver on the second page. If paying by check send your registration to the Friends office by USPS. If paying by credit card include your card information at the bottom of the form fax or e-mail the form to the Friends at location above. **NOTE:** If the waiver information is not complete the form will be returned to you for completion.

#### **INTERESTED IN BECOMING A DOCENT:**

If you have an interest in history, enjoy talking with people and have the physical stamina required we would like to hear from you. Send an e-mail for more information to [docentch@yahoo.com](mailto:docentch@yahoo.com) to express your interest. Include a little background, your interests and contact information. Training for the program is provided.

#### **DOCENT SCHEDULING:**

To help with scheduling, currently active Docents 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. Details will follow after project registrations are received.

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 the **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.