



**CAPE LOOKOUT
NATIONAL SEASHORE
VOLUNTEER-IN-PARKS
HANDBOOK 2016**

Welcome to Cape Lookout National Seashore

Thank you for volunteering at Cape Lookout National Seashore.

Core and Shackleford Banks, the two island chains of the national seashore, are among the last remaining undeveloped barrier islands in the world. These natural islands are home, nesting, feeding, or wintering grounds to more than 200 species of birds, 4 species of sea turtles, a herd of wild horses, and many, many other animals. Humans have also left their mark on these islands, including the historic Cape Lookout Lighthouse and Portsmouth and Cape Lookout Villages.

More than 150 volunteers dedicate over 20,000 hours of work each year to help protect and share this remarkable place. From greeting visitors and answering questions in one of the park's four visitor centers to maintaining the grounds of the cabin camps to presenting programs and creating lesson plans – Cape Lookout National Seashore could not provide visitors with the quality and scope of services we do without the help of volunteers like you.

We hope that this will be a unique adventure for you. We also hope that your stay will be enjoyable and memorable.



The National Park Service

The National Park Service is a bureau of the U.S. Department of the Interior. Created in 1916, its mandate is to preserve and protect the natural and cultural resources and provide for the enjoyment of areas, while leaving them unimpaired for future generations. Through a variety of programs, the National Park Service accomplishes these two primary functions: to conserve the natural and cultural resources and to provide the public with recreation, relaxation, inspiration, and educational experiences.

Yosemite

On June 30, 1864, it happened! The U.S. Congress passed an act granting the Yosemite Valley to the State of California upon the express conditions that the premises "shall be held for public use, resort and recreation." Such a grant of land was without precedent – unknown in the affairs of governments the world over. Scenic and hunting preserves had been the prerogative of European royalty, but nowhere had land ever been set aside for *all the people*.

Then, Yellowstone

Once the deed was done, it must have seemed a good idea, for eight years later, on March 1, 1872, the first truly national park, Yellowstone, was set aside as a public park or pleasuring ground "for the benefit and enjoyment of the people." At once, visitors began making the trek to Yellowstone. By 1890, three more national parks had been created.

The Army

Over the next two decades many new parks were established. Most were administered by the Department of the Interior but many national parks were patrolled by troops of the U.S. Army. Management of the national parks was split between the Departments of Agriculture and Interior while the Department of War ran some sites of military interest. Many people concerned about the preservation and care of these areas called for the establishment of a bureau to manage them collectively.

Finally, the Park Service

Eventually, after being introduced over a period of a dozen years, a bill was passed by Congress and signed into law by President Woodrow Wilson on August 25, 1916. Congress gave the new National Park Service in the Department of Interior the dual charge of managing the parks for use now and preserving them for the appreciation of generations to come. Stephen T. Mather, the first director, realized that the parks would have no future unless the public became aware of their potential benefits. Friends had to be found in the Congress and in the public. With the aid of journalistic acquaintances and some railroad executives, Mather set about the task. He succeeded grandly.

Now Over 400 Areas

Today the National Park Service contains over 400 areas. They range in size from Wrangell St. Elias National Park & Preserve in Alaska, the largest at 13.2 million acres, to Thaddeus Kosciuszko National Memorial in Pennsylvania, the smallest with 0.02 acres. And, the system continues to grow. So, what had begun quietly without fanfare has developed into the world's best and largest collection of parks. People from all over the country and world are now visiting the parks in record numbers. More and more people are learning about the variety of parks and all the different things that they offer. It is a changing, growing system reflective of the country's needs and priorities, and of those of the individual citizen.

Still, the heritage bequeathed to America by those who set aside Yosemite and Yellowstone has endured. And, it has never been more eloquently expressed than in the legislative act establishing the National Park Service:

“To Conserve the Scenery and the Natural and Historic Objects and the Wildlife therein and to provide for the Enjoyment of the same in such a manner and by such means as will leave them Unimpaired for the enjoyment of Future Generations.”

The National Park Service, under the direction and control of the Director, consists organizationally of the headquarters located in Washington, D.C., and seven field segments called Regional Offices, headed up by Regional Directors. The Director reports to the Assistant Secretary, Fish and Wildlife and Parks, Department of the Interior.

Natural and cultural parks, monuments, historic sites, and recreation areas are located in each region; these are referred to as "field areas." They are administered by site managers, most commonly referred to as Superintendents. Congressional authority is required to establish national parks. The president may establish national monuments by Executive Order.

In addition there are program centers:

- The Accounting Operations Center for financial management
- The Denver Service Center for park planning and development
- The Harpers Ferry Center for the preparation of interpretive plans and media

The Employee Training Centers are:

- Horace Albright Employee Development Center at Grand Canyon National Park, Arizona
- Stephen T. Mather Employee Development Center at Harpers Ferry, West Virginia.

Our region (the southeast or SER) covers nine states, the U.S. Virgin Islands, and Puerto Rico. There are almost 70 units in this region, making it the most diverse in the National Park Service. It also has the highest visitation of the regions!

Brief History of Cape Lookout National Seashore

The original idea was to create a state park on the islands that are now part of the National Park Service. But, it was considered too large to be maintained by the North Carolina State Park System. So, on March 10, 1966, President Lyndon B. Johnson signed the bill creating Cape Lookout National Seashore, setting aside the land “between Ocracoke Inlet and Beaufort Inlet” for preservation and protection. In the next decade, the park underwent many changes. There were remains of abandoned junked vehicles and structures that had to be removed. The State of North Carolina would handle the land transfers from private citizens to the Federal Government. On July 4, 1976, the state handed over the transfer papers to then National Park Service Director Gary Everhardt.

In 1985, the park's enabling legislation was amended to more clearly include Shackleford Banks, allowing the federal government to purchase this small 9-mile long island for addition to the park. The park now consisted of 56 miles of beach and over 28,500 acres of land.

When the park was created, it was decided to leave this seashore in an "undeveloped" state; there would be no paved roads and no major services such as hotels, restaurants, or shops would be built on the islands. It will be kept in a fairly primitive state.

Cape Lookout National Seashore is part of a chain of islands called barrier islands. These islands are often long narrow ribbons of sand that serve as buffers for the mainland; these islands are actually moving and changing right before our eyes. The park has a unique geologic system that consists of beach, primary dunes, secondary dunes, swale or grasslands, maritime forests, and sounds. Many of North Carolina's barrier islands are developed but when you visit Cape Lookout you are seeing an area that looks much like it did hundreds of years ago.

Besides being a place for human visitors, the park is home to some endangered or threatened species such as the Piping Plover, Loggerhead Sea Turtles, and Sea Beach Amaranth. These animals make the beach their nesting grounds while the plant thrives in dry, sandy soil. As a volunteer, you may get an opportunity to observe these creatures (from a safe distance).

The park is also home to Portsmouth Village, a ghost town located on the northern most end of the park. For the volunteers who serve as "caretakers," this may be your home for your stay at the park. Portsmouth Village history dates back to 1753 when it received its state charter. At the city's height of activity, the population was over 1,000 inhabitants and was the largest settlement on the Outer Banks. In 1971, there were only three residents remaining!

The most famous structure in the park is the Cape Lookout Lighthouse, which has been standing since 1859. This is second lighthouse on the site. The first structure was too low to be seen by the mariners, so Congress appropriated money to construct this current structure. It was tended by full-time lighthouse keepers until 1950, when it was semi-automated. Today the light is owned and operated by the U.S. Coast Guard, but they structure has been turned over to the National Park Service to allow for public climbs.

The Volunteers in Parks Program

Cape Lookout National Seashore operates a volunteer program of which you are a very important part. In many cases, the work of protecting this fragile and unique ecosystem would be impossible without the time and effort of dedicated volunteers.

Volunteers are provided with uniforms, training, and the opportunity to give back to their National Park(s). In some cases, volunteers may reside in the park. A minimum time commitment of 32 hours of service per week is required for housing to be provided at little or no cost. Some positions within Cape Lookout National Seashore require a 40 hour per week commitment, because of the nature of the work.

The park Volunteer Coordinator is part of the Interpretation and Education Division at Cape Lookout National Seashore. The coordinator accepts and reviews applications, sets beginning and end dates for volunteer service, provides information and handbooks prior to the start of duty, and manages volunteer housing schedules and needs. The coordinator will assist you with any concerns, suggestions, or problems involving the VIP Program or volunteer housing.

Your supervisor will be the chief of the division your volunteer hours are directly supporting. (Volunteers in one of the park visitor centers are supporting Interpretation and Education, volunteers in the cabin camps are supporting Protection, etc.) Your supervisor may designate a field supervisor. The Supervisor or Field Supervisor will provide necessary on-site training, provide in-field support, assign work tasks, and set weekly duty schedules.

The volunteer has two important responsibilities to the program and to himself or herself. **First, be sure that you have signed a volunteer contract. This document protects you in the event of injury.** Second, be sure to report the hours you work each month to the volunteer coordinator. This is to ensure both you, personally, and the park's VIP program are appropriately recognized.

Some legitimate volunteer expenses *may* be tax deductible as donations to the National Park Service. Contact the Internal Revenue Service for further details.

The most important thing to remember during your volunteer experience is to enjoy Cape Lookout and share that enjoyment with park visitors!

Volunteer Bill of Rights

The right to be treated as a co-worker -- not just free help.

The right to a suitable assignment with consideration for personal preferences, temperament, life experience, education, and work history.

The right to know as much about the organization as possible: its policies, people, and programs.

The right to proper on-the-job training covering safety, orientation, and specialized training that may be available.

The right to continuing education on the job as follow-up to initial training, information on new developments, and training to prepare for greater responsibility.

The right to sound guidance and direction by someone who is experienced, well-informed, patient and thoughtful, and who, has the time to invest in giving guidance.

The right to a place to work; an orderly designated place, conducive to work and worthy of the job to be done.

The right to a variety of assignments and increasing levels of responsibility and challenge.

The right to be heard, to have a part in planning, to feel free to make suggestions, and to have respect shown for honest opinions.

The right to recognition in the form of promotion and awards, through day-to-day expressions of appreciation, and being treated as a bona fide coworker.

Uniform Standards for VIPs

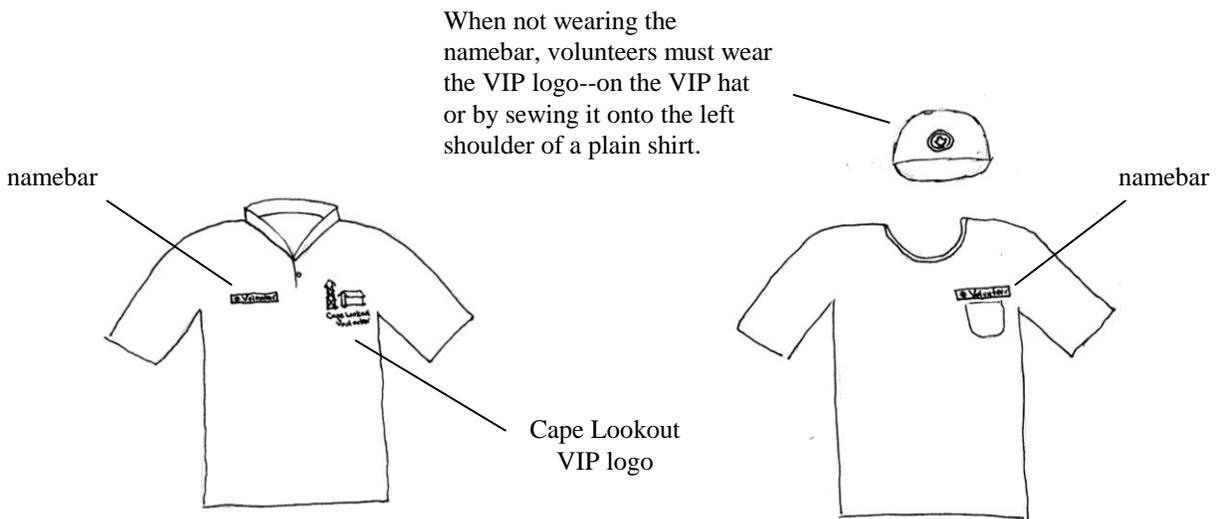
Most volunteers in Cape Lookout National Seashore wear a "uniform" furnished by the park. It is meant to be worn while on duty, to identify you as a member of the National Park Service team. Wear it properly and wear it with pride!

Mainland Dress Uniform: This is for people who are working in high visibility, public contact positions on the mainland (Harkers Island or Beaufort). The mainland dress uniform consists of a green polo shirt with VIP shoulder emblem, nametag, and clean, presentable khaki or brown trousers or skirt of an appropriate length. A hat may be provided for outdoor use (such as raising and lowering the flag). It is not to be worn inside.

Island Dress Uniform: This is for people who are working in high visibility, public contact positions, such as visitor centers or museums, on the barrier islands. The island dress uniform consists of a green polo shirt with VIP shoulder emblem, namebar, and clean, presentable khaki or brown trousers or a skirt or shorts of an appropriate length. A hat may be provided for outdoor use (such as raising and lowering the flag). It is not to be worn inside.

Field Uniform: This is for when you are working in the field, such as caretakers, research aids, and maintenance. The field uniform consists of a green polo shirt with VIP shoulder emblem, namebar, hat with VIP emblem, and a pair of clean, presentable, comfortable, and practical work pants (jeans acceptable) or shorts of an appropriate length. With the exception of cabin caretakers, who greet visitors arriving on vehicle ferries, VIPs working in the field may wear a clean, presentable shirt (t-shirts are acceptable) instead of the VIP polo shirt. VIPs do not have to wear the namebar in circumstances in which doing so could be a safety hazard.

Office Uniform: People in office or clerical are generally not required to wear uniforms unless there is some degree of public visibility. As always, though, dress appropriately for your work environment.



Position Description & Volunteer Contract

You will receive a written description of your position that specifies your principle duties, responsibilities, and your working relationship with your supervisor.

You will also be asked to sign a Volunteer Contract that spells out the work you will be doing. This is the legal document that protects you under Office of Workers Compensation (OWCP) in the event of an injury.

To protect yourself, never do any work unless you have a **SIGNED VOLUNTEER CONTRACT** on file.

Your position description should be complete, accurate, and current. Any inaccuracies in the description or permanent changes should be reflected in the descriptions. Discuss changes with your supervisor.

Park Organizational Structure

The **Superintendent** is responsible and accountable for the overall operation of Cape Lookout National Seashore. Duties include directly supervising the Administrative Officer, Facility Manager, Chief of Interpretation, Chief Ranger (Law Enforcement), and Chief of Resource Management; maintaining public relations with governmental agencies, private agencies, and Congressional liaisons; setting policy for the park; and directing overall planning and development.

While any routine inquiries can be directed to the appropriate division, inquiries relating to the following areas should be relayed to the Superintendent:

- Planning and Policy
- Sensitive or controversial issues
- Park involvement with local, county, or other Federal governmental agencies
- Park involvement with citizen organizations and conservation groups

Administration

The Administrative Division provides support to all divisions. Functions include human resources management, payroll and employee benefits, budget and finance, housing assignments, procurement, property management, travel, mail and information management, and the lock and key system. The branch is located on the second floor of the Harkers Island Visitor Center.

Commercial Use Authorizations (CUAs) and Concession Contracts

Any business that operates within the National Seashore is required to apply for and receive a permit. Tour services, the vehicle ferry services operating out of Davis, NC, and Atlantic, NC, and the passenger ferry service operating out of Ocracoke, NC, are licensed to operate under a CUA.

The Administration Division is responsible for coordinating FERRY SERVICE and other business permits.

The passenger ferry service operating in Beaufort, NC, and Harkers Island, NC, is licensed to operate under a concession contract. One of the major differences between a CUA and a Concession is that a CUA is *authorized* to operate as the business owner wishes within that permit while a Concession is *obligated* to operate during the times the park has determined the service is necessary for visitors.

The Administrative Officer is responsible for coordinating all park contact and support for concessions. The Office Automation Assistant processes CUAs and collects monthly statistics from all of these businesses (statistics may be mailed, faxed, or brought in person to the Harkers Island Visitor Center).

Facilities Management

This division provides routine, preventive, and historical preservation maintenance and public health services for visitors and park employees. In providing these services, we ensure minimum resource impact, appropriate aesthetic considerations, as well as effective and efficient administration and management of park programs and goals.

The Volunteer Manager can submit any HOUSING work requests on volunteers' behalf. Supervisors or Field Supervisors will submit OTHER work order requests as needed.

Maintenance activities include repair of trails, buildings, quarters, and Historic Structures; carpentry, plumbing, and electrical maintenance; repair of park boats, vehicles, and other large equipment; management of potable water sources; proper effluent discharge of sewage; sign installation and repair; solid waste removal; grounds mowing; and custodial services.

Interpretation, Education, & Visitor Services

Interpretation helps the visitor understand the purpose and significance of how and why each site is important to the National Park System. This understanding is critical to greater public appreciation of park resources. It promotes and encourages visitor uses that do not harm those resources.

This work is called **INTERPRETATION** because this division takes historic and scientific data and interprets it for a general audience or for a specific group (a 4th grade class, lighthouse society members, outdoor groups).

The Interpretation and Education Division provides scheduled programs in the national seashore. Interpreters also maintain the park visitor centers and provide initial orientation to the park, educating the visitor not only to park features but also to the NPS philosophy, mission, and values.

The division also provides curriculum-based educational programs to school, scout, and community groups, in the park or in the classroom, coordinated by the Education Specialist.

Interpreters research and design their programs to address the issues of the park, meet park objectives, and enhance each visitor's experience. They strive to provide the best positive service for the park visitor and the community at large. Programs are designed to promote an appreciation and awareness that can reduce law enforcement and resource management problems.

Volunteer Manager

The Volunteer Manager is part of the Interpretation and Education Division. The Volunteer Manager accepts and reviews applications, sets beginning and end dates for volunteer service, provides information prior to the start of duty, and manages volunteer housing schedules and needs. The Volunteer Manager may also be the Field Supervisor for Interpretation VIPs (Docents).

Eastern National Cooperating Association

Eastern National (EN) is a private, non-profit organization authorized by Congress to work in cooperation with the national parks to increase public understanding of the parks through educational materials. At park visitor centers, EN bookstores provide high-quality publications, maps, postcards and other printed educational materials to the public. A percentage of annual gross sales are returned to the park to support visitor service programs and projects that would not otherwise be available through Federally-funded sources.

The Management Assistant is the EN Coordinator for Cape Lookout National Seashore. The chief works closely with the Eastern National Coordinator at nearby Fort Macon State Park, who is the supervisor for the EN representatives working at the Harkers Island and Light Station Visitor Centers.

Law Enforcement / Visitor & Resource Protection

This division is responsible for the park's law enforcement function for visitor and resource protection. Protection Rangers perform a wide variety of activities including law enforcement, emergency services, search and rescue, structural and wildland firefighting, resource management, and both formal and informal public contact and education. The park has concurrent law enforcement jurisdiction with the Carteret County Sheriff.

Protection Rangers are dispatched by both the park (the Chief of Protection or one of the Lead Rangers) and by Carteret County Emergency Services (911). Either of these contacts can coordinate emergency operations and telecommunications for the entire park. Protection Rangers have access to national and North Carolina Crime Information Centers.

Fee Program

The Fee Manager is responsible for the operations of all the park's fee stations and services, including online cabin reservations through Recreation.gov. Currently, we have three fee stations in Cape Lookout National Seashore: two cabin camp offices and the lighthouse ticket window. (Ferry services are privately owned companies, not park service fee stations.) Visitor Use Assistants are assigned to each of these stations to collect the associated park fees.

The **Long Point Cabin Camp** (formerly the Morris Kabin Kamp) is located on North Core Banks, also called Portsmouth Island, within mile 17 of the park and 17 miles south of Portsmouth Village. The **Great Island Cabin Camp** (formerly the Alger Willis Fish Camp) is located on South Core Banks around mile 30 of the park and about 11 miles north of the Cape Lookout Lighthouse.

Each of these camps offers overnight lodging in rustic cabins that include propane stoves, bunk beds, and private bathrooms; a long-term parking lot; a gasoline station; public restrooms and showers; a potable water pump; and an RV dump station.

The **Cape Lookout Lighthouse** is open for climbing Tuesday through Saturday from mid-May to late September. Tickets are sold at the ticket window of the Light Station Visitor Center. Advanced reservations are available to school groups, coordinated by the Education Specialist.

The Fee Manager is also responsible for issuing **Special Use Permits** (SUPs) to private individuals. These permits are required for certain non-commercial activities in the park including long-term (over 24 hours) parking on the barrier islands, weddings and other events, camping trips with groups of 25 or more, construction of temporary duck blinds, as well as other activities.

Resource Management

The Resource Management division's goal is to inventory, monitor, and protect the seashore ecosystem in a natural state and to preserve the cultural sites within. Some of this work entails the oversight of threatened and endangered species recovery (i.e. sea turtle and piping plover nesting, seabeach amaranth site protection), marine mammal standings, feral horse herd stability, and visitor use patterns. They monitor marine estuarine habitats and their inhabitants, wildlife populations and vegetation communities, as well as potential impacts from external threats.

Biological technicians and Student Conservation Association (SCA) interns patrol the beaches daily to identify, mark, and record **sea turtle** and **shorebird** nesting sites. These data are used to monitor the health of bird and sea turtle populations and reduce the time beach closures are needed (by knowing more precisely when eggs will hatch or chicks are able to fly).

Nesting **closures** are installed, as needed, to protect eggs and hatchlings. For example, birds that nest individually need only a small closure around the eggs until the chicks hatch. Since shorebird hatchlings run back and forth between the sea and nest and hide from predators by freezing in place, larger closures are installed to protect hatchlings. Colonial nesting shorebirds have a large number of nests grouped together, necessitating a larger closure for eggs (since there is no way to safely drive or walk between nests). The beach in front of sea turtle nests is closed before the hatch date to smooth the sand and prevent hatchlings from being caught in tire ruts.

The Shackleford Banks **wild horses** are co-managed by the park and the non-profit Foundation for Shackleford Horses. The two organizations work to maintain a healthy, genetically diverse herd while controlling the population size based on the island's ability to support this (historic, but non-native) species. At one time, the population was reduced during annual round-ups which were also used to eradicate Equine Infections Anemia (EIA) from the herd. Today, the population is controlled using 1) immunocontraceptives given to select mares and 2) individual removal of certain young horses. The Foundation for Shackleford Horses cares for horses that are removed from the island until they can be adopted into permanent homes.

Volunteer Housing

All VIP quarters are considered "public buildings" at all times. Campers and others may knock on any VIP door for assistance at any time. VIPs are also "on call" to the U.S. Coast Guard and the park at all times.

Check In / Out Procedures

All volunteers will check in at the Harkers Island Visitor Center. Tell the person at the visitor center desk who you are and the VIP position you are serving in ("Good morning. Pat and Charlie are checking in; we'll be the Long Point Cabin volunteers.").

Long-term volunteers on the barrier islands can check in the day before their first day of service. Substitute volunteers will check in the morning of their first day. Ask for the Volunteer Manager who will assist you in getting settled in to your quarters, issue you your keys and station cell phone, show you around the administrative site, and complete any outstanding paperwork. Check the housing when you arrive to make sure everything is clean and in working order. If repairs are required or if the housing has been left in poor shape, notify the Volunteer Manager.

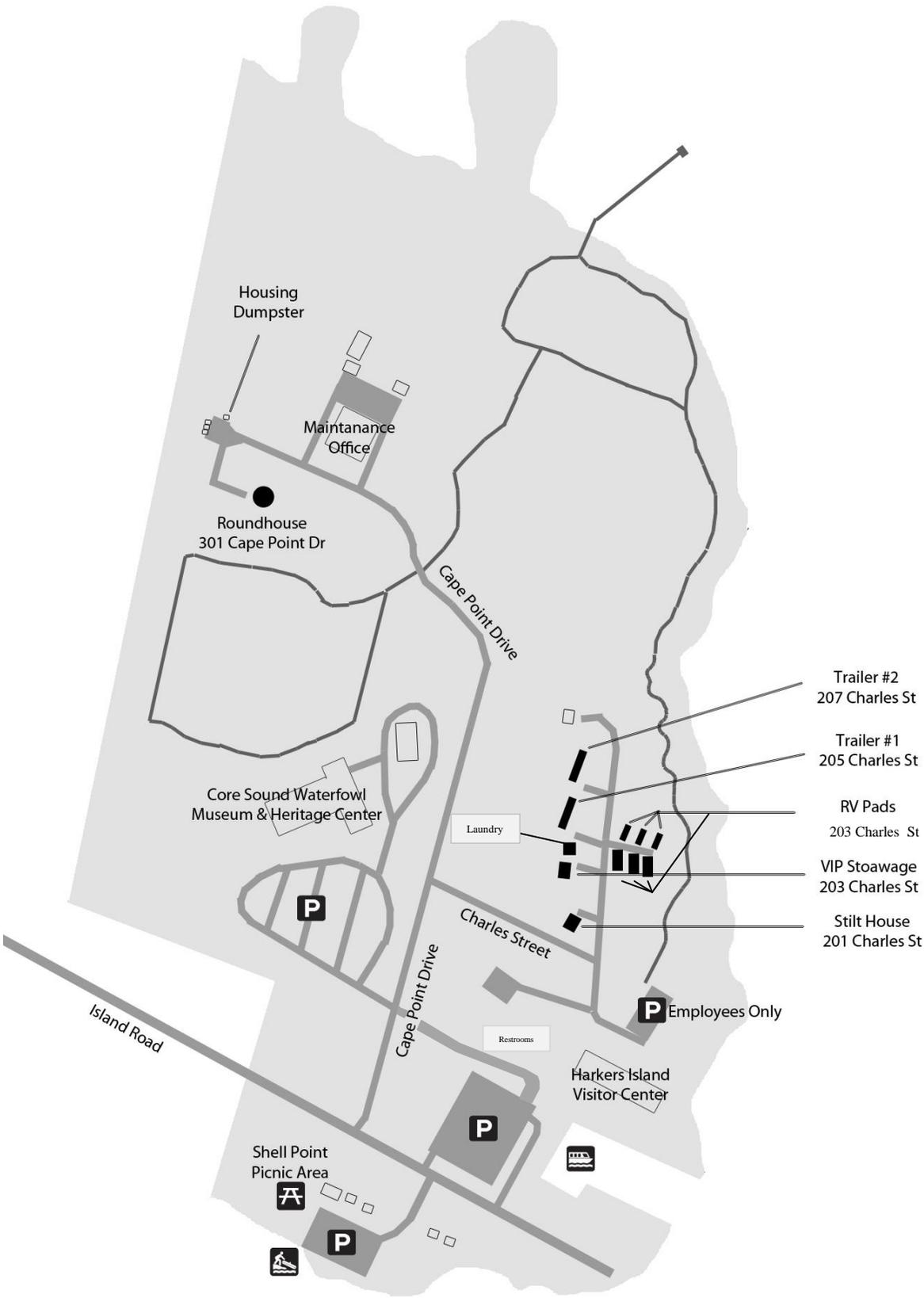
Upon leaving, you will return all government property assigned to you. If you reside in government housing, you should leave the quarters in a presentable fashion. If repairs or cleaning is required due to negligence on your part, you will be billed for all related costs. A general checklist prior to leaving follows:

- Clean the refrigerator. Defrost if needed.
- Clean the stove and oven.
- Empty and dispose of trash and garbage.
- Clean the bathroom, toilet, sink, and shower.
- Sweep the floors. Mop if needed.
- Check the propane level. Request more if needed.
- Leave the windows closed.
- Inform the Volunteer Manager of problems with appliances, etc.
- Turn in keys as instructed.

Personal Mail

Personal mail and packages should not be delivered to the park office (Harkers Island Visitor Center). Volunteers using one of the park RV Pads can have mail sent to the shared trailer pad address: **203 Charles St**, Harkers Island, NC 28531. All other volunteers should have mail sent to the shared mailbox for the VIP Stowage housing: **203 Charles St**, Harkers Island, NC 28531. Be sure your correspondents know your address.

Harkers Island Facilities Map



Guests, Pets, & Children

Personal guests during the day should not hamper your responsibilities to other visitors. Personal overnight guests (including children who are not volunteering) are **not permitted** in park housing. Volunteers staying in their own RVs using the park's RV pads may have overnight guests, but should remember that they are responsible for the behavior of their guests.

Pets are not permitted in park housing or in any public buildings. Volunteers staying in their personal RVs may bring their pets, provided they remain on a leash while outside of the RV.

Supplies, Pests, & Repairs

Certain supplies are provided by the park to volunteers staying in park housing. These include batteries for smoke detectors, light bulbs, **paper towels and toilet paper**, basic cookware, and other similar items. If you need any of these items, contact the volunteer manager. You should also let the manager know if you are unable to install these items. (For example, a light bulb may need to be replaced. If you feel comfortable replacing it, let the manager know you only need a new bulb. If you do not feel comfortable replacing it, let the manager know you need someone from maintenance to do it when they are able.)

Likewise, contact the Volunteer Manager if you need pest control products. If a repair is needed, the manager can fill out a Maintenance Work Order Request form on your behalf.

If the housing need is an *immediate health and safety concern*, report it to the manager AND to maintenance. Make sure you talk to someone directly—don't just leave a message.

Park Gates

Harkers Island – There are two gates on Cape Point Drive, the road leading from Island Road to the Core Sound Museum and the maintenance building. The gate on the gravel road is the “Maintenance Gate” and the gate on the paved road is the “Back Gate” (the visitor center parking lot gates are the “Front Gates”). The Office Gate should be locked from 5 PM to 7 AM *every day* as well as all day on any day the visitor center is not open. If you see this gate open during that time, please close and lock it. The Maintenance Gate can be left as it is found. If it is locked, lock it back. If it is unlocked, leave it unlocked.

Other Locations – Leave gates and other road blocks (cables, etc.) as you find them.

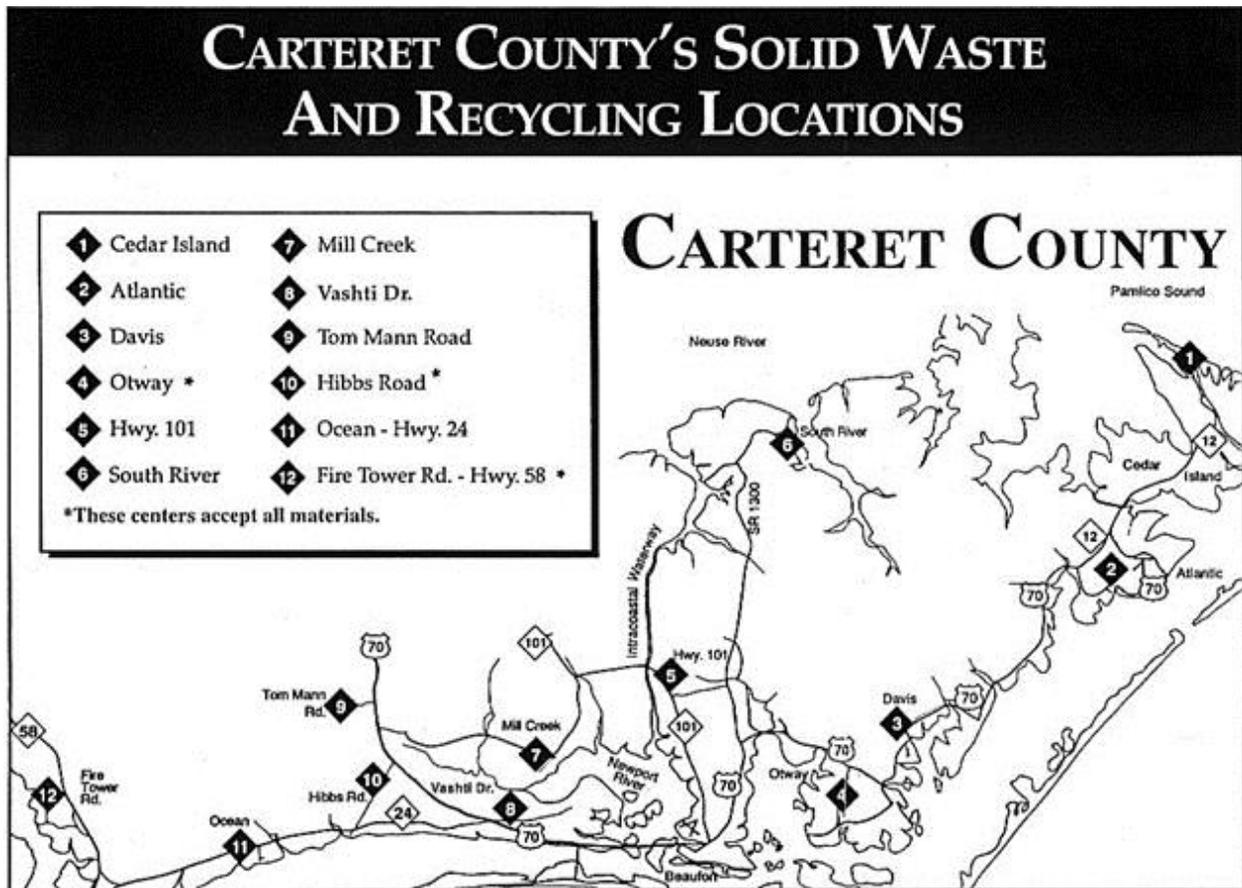
Trash Removal

Put Harkers Island generated trash in the dumpster near the maintenance building. Trash created in the Light Station Visitor Center and restrooms, Keepers' Quarters housing, or Cape Village housing will be picked up from the small shed behind the public restrooms at the Light Station Visitor Center. Trash from the cabin camps can be put in the camp dumpsters. Trash will be removed from the housing in Portsmouth; please keep it at a minimum.

Recycling Centers

All recycling facilities are open during the following times:

Monday, Tuesday, Thursday, Friday, and Saturday	7 AM – 6 PM
Wednesday	2 PM – 6 PM
Sunday	1 PM – 6 PM



Carteret County operates the 12 Convenience Sites shown above to collect Solid Waste from the residents living in the unincorporated areas of the county as well as collect recyclable materials from all citizens. There is no on site charge for the services offered at the convenience sites.

The Otway Center is located on the right side of Island Road as you are leaving Harkers Island and driving towards Highway 70.

Learn more at http://www.carteretcounty.gov/waste_recycle.aspx or by calling 252-728-8595.

Park Equipment

Vehicles (ATVs, UTVs)

Volunteers are often assigned park vehicles (generally a gator UTV) to use in the course of their duties. Volunteers also have use of these vehicles for short-distance transportation during their time off. A valid driver's license is *required*. **ONLY** park volunteers and staff may drive or ride in park vehicles. Visitors and family members may not ride in park vehicles. No one may ride in the back of a UTV (gator).

Vehicles should be washed off daily and then sprayed with Salt-X. Fluid levels should be checked once a week (see maintenance manual). It's also a good idea to keep vehicles full of gas: you never know when they may be needed in an emergency.

Try to keep park vehicles out of sight of the public. The Cape Lookout Village (including the lighthouse area) and Portsmouth Village are historic districts. Vehicles are not historic and may intrude on visitors' photographs. If you need to drive a vehicle into a historic district, please remove it as soon as possible.

Except for areas marked "Authorized Vehicles Only," volunteers and staff are not allowed to drive in *any* area which is closed to visitors. Vehicle transportation is a major way people enjoy this park so we seek to keep as much of the beach open as possible. At the same time, we must protect shorebird and sea turtle nests and promote visitor safety. Areas that are closed to visitors are closed for good reasons—reasons that also apply to park staff and volunteers.

Cell Phones

Volunteers working on the barrier islands are issued government cell phones. These phones are used by park staff or visitors to contact VIPs or by VIPs to contact staff or emergency services. Additionally, the Keepers' Quarters housing includes a telephone that is used by park staff to contact volunteers.

Answer park phones by saying: "Cape Lookout National Seashore. [Light Station Visitor Center]. This is [Vern Volunteer]. May I help you?"

At times, visitors may want to **change their ferry pick-up** to an earlier or later time; there are two options for helping them do this. 1) You can give the visitor the ferry's phone number so the visitor can call on their cell phone. 2) VIPs and Rangers in the Light Station Visitor Center and cabin offices can use the *landline phones* at those locations to call ferries for visitors who do not have cell phones. In a pinch, you can use the park cell phone to call the ferry, but this should not be a regular occurrence. Of course, if it is late in the day or a ferry missed picking up someone, you will want to help as much as you can.

Radios

Government radios phones are issued to VIPs stationed on the barrier islands as a back-up means of communication. When calling someone on the radio, say the number of the person you are calling and then say your number. For example, the Keepers' Quarters VIP might need to call the Harkers Island headquarters, saying, "KID 745 – 624." Or, the Long Point Camp VIP might need to call the cabin Ranger with "224 – 622." The person you are calling will answer with his number. You can then just use plain language.

If you try to get someone several times, and there is no answer, and you are not going to try anymore, say, "(your number) clear." Sometimes when you try to call someone (especially LE), and there is no answer, someone else in the park may answer to see if they can help. Be sure to remember that EVERYONE in the park with a radio (and most of Carteret County) can hear what you are saying!

A list of radio call ID numbers and cell phone numbers can be found in the information notebook at each VIP station and with each park cell phone.

Working with Park Staff

Volunteers and staff work together to protect the park and provide visitors with recreational opportunities. When you volunteer, you are a representative of Cape Lookout National Seashore and the National Park Service.

Sometimes visitors like to encourage our support of a particular concern or political opinion. Be nice and talk to them about WHY we have certain policies and let them know how to share these concerns with the Superintendent (comment cards, email, etc.). But remember: visitors are entitled to their beliefs and opinions and, while you are representing the park, you should not share personal / political opinions. This is especially true of "hot" topics like ferry services, nesting closures, off-road vehicles (beach driving), wild horses, etc.

Supervisors & Schedules

The supervisor for the Keepers' Quarters, Light Station ("Village People"), Substitute, and Portsmouth VIPs will be the Chief of Interpretation. The field supervisor for these positions will be the Volunteer Manager. The supervisor for the Cabin Caretaker VIPs will be the Chief of Law Enforcement / Protection. The field supervisor will be one of the Lead Park Rangers in law enforcement.

Schedules for positions on the barrier islands are set by the Volunteer Manager in conjunction with supervisors. Schedules for Harkers Island positions are set by the person responsible for scheduling staff in Interpretation Division. Schedules for Beaufort, interns, and other volunteer positions are generally set by the field supervisor.

The Light Station Visitor Center and Keepers' Quarters Museum are open from 9:30 AM to 4:30 PM. The historic buildings in Portsmouth are open from 10:00 AM to 4:00 PM. Volunteers greet ferries and check visitors into their cabins from 5:00 PM to 10:00 PM. If there are visitors in the buildings at **closing time**, be friendly. This may be the only time they will ever have to visit. You can decide if you want to keep the building open a little later while you talk to these visitors or if you should close at the posted time.

Conduct & Feedback

All volunteers are expected to maintain a high standard of conduct on the job and to conduct their personal affairs in a way that reflects well upon the National Park Service. Volunteers are expected to comply with **ALL** laws, park regulations, and policies. Failure to comply with the agency's procedures or another breach of the volunteer/employer relationship could result in disciplinary action. Such action ranges from verbal warnings and written reprimands to suspensions or termination of volunteer status.

Sometimes we get comments (favorable and unfavorable) from visitors and park personnel. If there is ever a question about your work or your representation of the park, your supervisor will ask you personally. If you ever have a problem with one or more park personnel or visitors, be sure to consult your supervisor or the Volunteer Manager. If you feel you cannot go to either of those people, you should consult the Superintendent. If you do have a concern, confer with the proper park official at park headquarters, not in the field.

Equal Opportunity & Sexual Harassment

It is the policy of Cape Lookout National Seashore to adhere to Federal guidelines and Bureau policy relating to sexual harassment and other forms of discrimination in the workplace. We, as Federal employees, have a responsibility to maintain high standards of conduct in the workplace; therefore, **sexual harassment and discrimination has no place and will not be tolerated or condoned**. Every effort should be made by managers, supervisors, and employees to ensure that all employees work in an environment free from sexual harassment.

Sexual harassment is defined as verbal comments, gestures; and physical contact of a sexual nature that are deliberate or repeated and unsolicited. Sexual harassment is also defined as sexual advances and requests for sexual favors that are unwelcome. If you feel you have been sexually harassed, please contact your supervisor or the Volunteer Manager.

Training & Development

It is the policy of Cape Lookout National Seashore to support appropriate job-related training and development of employees and volunteers, and to encourage and assist employees and volunteers in self-improvement as a basic means of developing and maintaining a competent, efficient workforce to accomplish its programs.

Ethical Behavior

In the context of your employment with the National Park Service, ethical behavior refers to avoidance of conflicts of interest between public duties and responsibilities and private activities.

A few rules of ethical behavior that apply to volunteers include:

DO NOT use Government property for personal reasons.

DO protect and conserve Federal property and obey all rules and regulations regarding its use.

DO NOT use Government-owned, leased or rented vehicles, or aircraft for non-official purposes.

The mandatory penalty specified for violation is termination.

DO NOT sell commercial products in a government building or in uniform.

DO NOT solicit or accept anything of monetary value, including gifts, gratuities, favors, entertainment, or loans. Donations to the park are permitted; notify your supervisor so that an appropriate thank you letter may be sent.

DO NOT recommend any person or business to a visitor. You may list **all** of the authorized ferry services, **all** of the restaurants on Harkers Island, etc. Representatives of the federal government, including volunteers, may not support one private business over another.

DO NOT drink any beverage in any public building (visitor center, cabin office, restroom, etc.).

DO NOT chew gum or use any tobacco products in view of the public.

DO NOT consume alcohol while on duty, in uniform, or in view of the public.

DO NOT greet visitors or operate park vehicles, on or off duty, while under the influence of alcohol or while the odor of alcohol is present on your person.

DO NOT smoke or use candles or any other device with a flame in any building.

DO NOT use tobacco products in any buildings or in view of the public.

Maintaining Public Facilities

One of the major ways volunteers improve visitors' experiences in the park is by maintaining park facilities. Keeping visitor centers, exhibits, and restrooms clean, stocked, and in good working condition makes a park visit much nicer. If you have issues with these public buildings that you cannot resolve, please contact your supervisor so we can get them resolved.

Your supervisor will 1) give you the materials you need to complete the project, if you are able to do so; 2) assign someone else to complete the project as they are available; or 3) enter a work request to maintenance to complete the project as they are available. Depending on other work and the priority of these tasks, it may take time for them to be resolved.

Volunteers and park staff work side-by-side on projects assigned by their respective supervisors: let your supervisor handle work requests for other park staff.

If a facility need is an immediate health and safety concern, report it your supervisor AND to maintenance. Do not just leave a message: make sure you talk to someone directly. Remember that **your SAFETY is our utmost concern**.

Talking to Visitors about Regulations

Only Law Enforcement Rangers have the authority to enforce laws. However, Volunteers and other staff can educate visitors on the park's rules and regulations to help them to be safer, protect the park, and avoid a ticket. The best way to do this is to explain why the regulation exists: "All pets have to be kept on a leash for their safety and to protect wildlife and other visitors." "Even though your dog seems well behaved, we have to apply the rules equally to everyone."

Use your best judgment. If you feel unsafe, call someone in Law Enforcement so they can take care of the issue—that's part of why they're here. Your safety is the highest priority.

Be sure to notify Law Enforcement if you remind someone of a regulation, especially if you see them breaking the regulation again or if you will not be staying in that area (e.g. it happened while filling the UTV with gas, on your lunch break, on rove, etc.).

Emergencies & Personal Injuries

Safety

Safety polices are for your benefit to help you do your job without endangering yourself or others. In the long run, the safe way is the easiest and the fastest way. Read and follow the guidelines below.

- Learn the correct and safe methods of performing your job.
- Do not attempt work for which you are not authorized or qualified, such as lifting excessive weight or operating equipment for which you have not been trained.
- Follow instructions and obey safety rules designed for your protection. Discuss before making any changes.
- Report any defective machinery, tools, or other hazards. Correct the problem if you can. Use all safeguards, safety devices, and personal protective equipment and keep them in good working condition.
- Report all injuries, yours or a visitor's, to a supervisor immediately.
- Disregard of safety instructions can lead to accidents and could make you subject to disciplinary action.

Hurricane Plan

Its location makes it inevitable that Cape Lookout National Seashore will experience a hurricane. A hurricane can be the most destructive force that occurs in nature. It can bring winds from 74 mph to 200 mph, heavy rains, and floods. June 1 to November 30 is the Atlantic hurricane season, although storms can arrive at other times. Cape Lookout can expect a hurricane from either the Gulf of Mexico or the Western Caribbean.

The Hurricane Plan for Cape Lookout National Seashore is an action plan designed to protect human life and property. This plan addresses particular actions which area personnel must perform prior to a hurricane and then during the storm's development and post-storm recovery.

A copy of the Hurricane Plan is included in your station handbook.

How to Handle Personal Injuries

Cape Lookout National Seashore volunteers must be prepared to properly handle personal injuries—to themselves, to other staff, or to visitors. Learn the following procedures so you can deal with situations professionally, even in the excitement or shock of an accident.

- Attend to the problems immediately. Proper first aid should be given (to the ability of your training). If you are with a group, see that a leader takes charge of the rest of the group. Prevent further injuries.
- Request assistance if needed. Your first step is to call 911 (emergencies) or the Chief of Law Enforcement or one of the Law Enforcement Lead Rangers (non-emergencies). They will start working with you to provide assistance. Be careful not to excite others. Keep calm.
- Medical attention should be obtained if needed. This decision should be made by an EMT or a qualified person trained in First Aid. If in doubt, err on the side of caution: take or send the person to a doctor.
- Qualified park personnel can transport people to the mainland to a waiting ambulance or they can be taken by the ferry service or a responsible adult (non-emergency).
- It is very important to get the necessary information and make the proper reports (minor accidents can cause great pain, suffering, and hassle if the proper forms have not been filled out). At a minimum, you should get the name, address, and phone number of everyone involved (including witnesses) and age of the victim(s). Also needed is a description of the incident/accident, so get enough data to answer who? where? what? how? and why? in the description. Statements from witnesses should be obtained if possible.
 - All information about the incident should be submitted to the responding protection ranger or to the Chief of Law Enforcement (Protection).
 - A protection ranger should investigate all traffic, visitor, and serious employee accidents.

Workers' Compensation

Volunteers who are injured or contract a disease in the performance of their duties are covered under the Federal Employees Compensation Act.

A traumatic injury is a wound or other condition to the body caused by external force, including stress or strain. The injury must be identified by time and place of occurrence and be incurred within a single day or work shift.

The volunteer is required to give his or her official supervisor **written notice within 24 hours** of an injury in the performance of duty. Compensation may be denied if notice is not given within 30 days or if the supervisor does not have actual knowledge of the injury.

Procedures - Traumatic Injuries

- Complete the employee portion of form CA- I (or have someone acting in behalf complete this section for you).
- Your supervisor will complete his/her portion of form CA- 1, "Receipt of Notice of Injury" (attached to CA-1) and a 10-343 Case incident Record. These forms will then be immediately forwarded on to the appropriate people.
- If medical treatment is required, you have a choice of physician or medical facility. You may be referred by that physician to another but **may not** change physicians on your own, without authorization from OWCP.
- Your supervisor will complete his/her portion of form CA- 16, which you will give to the physician along with a letter of explanation. This authorizes the physician to treat you at the expense of the Government. The physician must forward these forms to the park's Administrative Officer for processing.
- As a volunteer, it is your responsibility to make sure that the park's Administrative Officer is in receipt of all injury related forms for forwarding to the Office of Workers Compensation. Failure to do so will result in OWCP denying your claim for payment of additional medical expenses.

Emergency Contacts

BUSINESS HOURS

(9:00 a.m. – 5:00 p.m.)

Phone #

1. Park Headquarters (Harkers Island) 728-2250 x 0

AFTER HOURS

2. Jill Jaworski (CALO Chief of Law Enforcement) XXX-XXXX

3. Steven Neshkoff (CALO Volunteer Coordinator) XXX-XXXX

4. (CALO Lead Rangers: Law Enforcement) XXX-XXXX
XXX-XXXX

5. Carteret County Sheriff (non-water related) 504-4800 or 911

6. U.S. Coast Guard (water related) 247-4570 or 911

7. Mike Baker (CALO Chief of Maintenance) 241-2660

DO NOT give employees' telephone numbers to ANYONE without employees' prior permission. Park circulated information is for INTERNAL use only, not to be shared with the public. It is shared with volunteers so that we can be aware of the comings and goings at Cape Lookout. Law Enforcement Rangers' park cell phone numbers may be routinely given out to emergency services and government agencies.

Where to Find Emergency Equipment

All Law Enforcement Rangers carry full Emergency Medical Service (EMS) kits as well as lifeguard rescue buoys. The camp rangers and rangers patrolling the south end of South Core Banks by truck also have AEDs (defibrillators).

Emergency equipment is also available in the following locations:

- Portsmouth VIP Housing – First Aid Kit and AED
- Long Point Cabin Office – First Aid Kit and AED
- Great Island Cabin Office – First Aid Kit and AED
- Light Station Visitor Center – First Aid Kit, AED, and rescue buoy
- Lighthouse Oceanside Swim Beach – rescue buoy
- Shackleford Banks ATV Shed – First Aid Kit, AED, and rescue buoy
- Harkers Island Visitor Center – First Aid Kit and AED
- Harkers Island Maintenance Break Room – AED

Basic First Aid Checklist

When an emergency arises, you should help as much as your ability and *certification* allows. Be sure to use gloves, CPR masks, and any other necessary Personal Protective Equipment (PPE).

- CPR:
1. Open airway
 2. Check breathing (look, listen, feel)
 3. If not breathing, give two breaths
 4. Give sets of 30 compressions and 2 breaths
 5. Continue until AED or help arrives
 6. Check pulse after 4 sets

Shock: Lie flat
Elevate feet
Keep warm

Heat Stroke: Move to shade
Elevate head and shoulders
Spray with water and fan

Bleeding: Apply pressure with clean compress

Stingray: Soak for 1/2 hour in hot water (not so hot that it burns)

Jellyfish: Scrape with towel or credit card (to remove any unseen stingers)
Wash with vinegar

Other Items of Interest

Getting to the Islands: Parking & Transportation

Transportation—either on park boats or on private ferries—will be provided to volunteers going on duty or starting their days off. Volunteers must pay their own ferry transportation for recreational visits on their days off. Volunteers should drive to the assigned dock to unload their equipment and then move their vehicles to the designated parking space.

- Portsmouth* & Long Point VIPs – Meet by 7:15 AM at the Fish and Wildlife Service Dock in Lola, NC. Parking in designated public area near this dock.
- Great Island VIPs – Meet by 7:15 AM at the dock on South Harbor Drive in Davis, NC. Parking in area designated by NPS staff.
- Keepers' Quarters, Light Station ("Les & Sally's"), and Substitute VIPs – Meet by 8:00 AM at the Harkers Island ferry dock in front of Harkers Island Visitor Center. Parking is in the employee lot behind the visitor center.

* Portsmouth VIPs who want to spend their days off in Ocracoke should contact their supervisor for information on using the Ocracoke ferry (park housing is not available on Ocracoke).

All passengers on park boats, including volunteers, **must wear a PFD** (Personal Flotation Device a.k.a. life jacket) at all times while the engine is running. This is park policy. It is the captain's responsibility to make sure all passengers are wearing PFDs, but you should help him/her by making sure you are wearing yours. PFDs are usually stored in the compartment in the bow of the boat, but you may want to ask the captain. Remember to return the PFDs at the end of the trip. It is not necessary to use a PFD on ferries. You may, of course, request a PFD on any boat.

Remember that the captain is in charge of the boat. He/she may ask you to assist. You may offer also (to untie the boat from the dock, for example), but you should wait for the captain's okay before doing so. You may stand or sit on specified seats, but you may not sit on the boat sides (gunwales). Important: On a boat, wear rubber-soled shoes instead of hard soles.

Claiming Travel on Taxes

Volunteers who wish to claim travel or other expenses (not including volunteer service hours) on their taxes should refer to *IRS Publication 526: Charitable Contributions* and/or contact your tax preparer or IRS representative. The VIP Manager can provide you with a copy of this publication.

Personal Projects: Writing, Shell Collecting, Fishing, etc.

Spending your free time in the park is one of the benefits of volunteering. Some volunteers choose to use this time to collect seashells (within park limits), to fish (within legal limits), or to write books. This can be a wonderful way to experience the park, but it is important to ensure that you do this on your own time, after completing duties you are volunteering to do.

Having Fun in Coastal North Carolina

The following is a directory of recreational facilities and activities in the area. You are encouraged to get out and enjoy the many entertaining and interesting sites in the coastal area. Coastal Carolina offers a variety of national park areas, state parks, county and city parks, and privately-owned attractions. A listing of state, county, and national parks follows.

Beaufort, Atlantic Beach, and Morehead City offer a variety of nightlife and entertainment. Check the *Coaster Magazine*, *Crystal Coast*, or *This Week* flier for information. Atlantic Beach is a popular area for nightclubs and people watching.

There are many stores and shops throughout the area. The nearest malls are in New Bern (about an hour away) and Jacksonville (about 75 minutes away). In Morehead City, there are some small strip malls with shops.

There are several good books on exploring the coast of North Carolina: *The North Carolina Traveler* by Ginny Turner, *North Carolina off the Beaten Path* by Sara Pitzer, and *North Carolina Hiking Trails* by Allen deHart will give you plenty of ideas of what to explore on the coast.

Museums & Science Centers

North Carolina Maritime Museum located on Front Street in Beaufort contains a wealth of knowledge about the sea and coastal habitats. Guided field trips are offered year-round on a variety of topics. There is a bookstore and a research library that park staff can use. Across the street is the Harvey W. Smith Watercraft Center that is part of the complex, and this center is where traditional boat building is still practiced.

North Carolina Aquarium at Pine Knoll Shores, located on Roosevelt Drive five miles west of Atlantic Beach, displays marine and coastal plants and animals. One of three facilities along the state's coast, this aquarium houses one of the largest in-door saltwater systems. Programs and field trips are offered year-round.

The History Place is located at 1008 Arendell Street in Morehead City and is open from 10 a.m. to 4 p.m., Tuesday through Friday and the first Saturday of the month. Take a free tour of the exhibits or attend a program on coastal history.

Carteret County Museum of History and Art is located at 100 Wallace Drive near the Carteret Community College. This small museum provides a look into the county's past and includes a small art gallery.

Old Town Beaufort Historic Site is located in Beaufort. It encompasses a full block of historic houses and a historic cemetery. Guided tours are offered Monday through Saturday at 10:00 a.m., 11:30 a.m., 1:00 p.m., and 3:00 p.m. for a small fee. Self-guided tours are also available.

Core Sound Waterfowl Museum & Heritage Center is located on NPS land, next door to the park's Harkers Island Visitor Center. This museum offers a glimpse into the culture of various communities of the "down east" region, with particular emphasis on decoy carving, boat building, and fisheries.

Wildlife Refuges & National Forests

Croatan National Forest, southwest of New Bern via Highways 17/70, includes more than 157,000 acres of coastal forest, waterways, and estuaries. Camping, swimming, boating, picnicking and fishing are available; hunters can pursue deer, turkeys, quail, and ducks.

Cedar Island National Refuge, located north of Harkers Island near the state ferry departure site to Ocracoke, provides feeding grounds for migratory waterfowl. This entire area is part of the "down east" area. Many of these residents are descendants of original 18th century settlers.

State Parks, Recreation Areas, & Reserves

Fort Macon State Park is located at the eastern end of Bogue Banks, east of Atlantic Beach. This is a civil war fortress with a museum complex, beach area, and programs are presented yearly. There is an EN bookstore in the fort.

Hammocks Beach State Park is located off Highway 24 near Swansboro. The park consists of a small barrier island that is only accessible by Park ferry or private boat. During the summer months, there are ranger-led programs on barrier island topics. There is some primitive camping allowed on the island.

Theodore Roosevelt State Natural Area, between Atlantic Beach and Pine Knoll Shores, this site is composed of 256 acres set aside for the study and preservation of coastal plant and animal life; there are no camping or recreational facilities.

Rachel Carson Estuarine Sanctuary (Carrot Island) is located across from Beaufort. The island is part of an estuarine sanctuary; a habitat for birds and wild horses, it is accessible by private boat or public ferry.

Day Trips

There are many small communities to explore in the area:

New Bern – This city was the first state capital and has many historic homes to visit. There is a fireman's museum, Tryon Palace gardens, and many other historic sites to see. The downtown area has many shops and restaurants.

Swansboro – This small community has a historic downtown with many small and interesting shops and restaurants to visit.

Ocracoke – Catch the Cedar Island-Ocracoke Ferry and spend a day in a fishing village with several quaint and interesting shops and restaurants to visit. Ocracoke has the oldest operating lighthouse in the state of North Carolina. Passenger ferries to Portsmouth depart from Ocracoke.

Oriental – This city has become a haven for sailors. This tranquil harbor town has several shops and antique stores to browse. It is considered the sailing capital of the Eastern Seaboard.

Jacksonville – The deep military roots of this city are reflected in its museums, tours, and USO (the oldest still operating in the country). Jacksonville also offers traditional and petting zoos, farms that allow gem mining and give lessons in corn grinding, and many annual festivals.

Seasonal Events

Old Homes Tour is sponsored by the Beaufort Historical Association. Held the last weekend in June, the event features guided tours of historic homes and churches. Fees are charged. Old Homes Tours are also offered in Morehead City (March) and Emerald Isle (April).

Music festivals are held in Beaufort (May) and in Emerald Isle, Morehead City, and Fort Macon as part of the Summer Concert Series (May-September).

Traditional Wooden Boat Show is held in May or August and is sponsored by the Maritime Museum. Builders are on hand to swap stories, a regatta is held, and workshops are held.

The **NC Seafood Festival** is held the first weekend in October in Morehead City. There is an educational center, booths selling goodies, carnival rides, and crafts.

The **Core Sound Decoy Festival** and **Waterfowl Weekend** is held the first weekend in December. There are local carvers demonstrating their craft. Family activities and local artists can be found at the Waterfowl Weekend. Duck calling and hunting dog competitions are also held.

Other festivals include: Carolina Chocolate Festival (February), Gloucester Mardi Gras (February), Emerald Isle St. Patrick's Day (March), Newport Pig Cookin' Contest (March/April), Beaufort Wine & Food Weekend (April), Harkers Island Sailing Regatta (May), Big Rock Blue Marlin Tournament (June), Fourth of July Underwater Bike Race (July), OWLS Sandcastle Competition (August), Harvest Time Festival (September/October), Surf Fishing Workshop (October), Trick or Treat Under the Sea (October), Cape Lookout Albacore Festival (October), Carolina Kite Fest (October), and Crystal Coast Christmas Flotilla (December), Coastal Carolina Christmas Walk (December), and Festival of Trees (December).

Learn more at <http://www.crystalcoastnc.org/events/>.

ENJOY YOUR DAYS OFF!