

# AMERICAN CONSERVATION EXPERIENCE

Handbook  
2011



333 Soquel Avenue  
Santa Cruz, CA 95062  
(928) 814-8753 Joel, CA Program Director  
(928) 814-3191 Marcel, Volunteer Coordinator

## **Welcome to ACE!**

### **Dear Volunteers:**

Welcome to an exciting, challenging, and rewarding season with American Conservation Experience. Here at ACE we believe that international understanding and goodwill can be achieved through cooperative labor on meaningful conservation projects. The work you will engage in at ACE will be filled with numerous learning opportunities, involving conservation projects, problems solving, working, and living in a close community---all while traveling within one of the most beautiful and ecologically diverse parts of the United States.

We are thrilled that you have chosen ACE in this next phase of your life. ACE realizes that without the hard work and dedication of its volunteers the organization could not exist. Due to your participation and desire to work on conservation projects, break cultural barriers, and learn about ecological sustainability, we are able to continue and implement the objective of our mission.

It is our hope that the skills, friendships, and new experiences you encounter here are taken with you back to your respective countries and then shared with others. If at any time you have questions about the information in this handbook please feel free to drop by the office.

I welcome you with great enthusiasm to American Conservation Experience,

Chris Baker, Executive Director

## **Mission Statement**

American Conservation Experience is a volunteer program for both international and American participants who want to make a difference in their world. ACE is grounded in the philosophy that international understanding and goodwill can be achieved through cooperative labor on meaningful conservation projects. By attracting a corps of conservation-minded volunteers, ACE contributes to the breakdown of cultural barriers while advancing ecological awareness on a global scale.

## **ACE Philosophy**

ACE operates under the philosophy that physically demanding work in inspiring locations such as Yosemite National Park and Sequoia National Park has the power to unite people in a common cause. ACE volunteers come from many nations around the world to work in small teams on direct service projects for the National Forest Service, National Park Service and other land management agencies throughout California. Typical projects include fuel reduction, exotic species removal, erosion control, and wilderness restoration. International volunteers contribute their energy and enthusiasm in a production-oriented atmosphere in which participants are encouraged to take pride in their team's accomplishments.

## **How ACE Works**

For every volunteer hour you put in, ACE gets paid from the park/organization we work for. This is how we pay for rent on the house and our office, insurance and maintenance on all our vehicles, gas, food for projects, salaries for our staff, utilities, equipment, tools, etc. If you miss a project, the amount of money available to run ACE is reduced. Therefore, without your effort ACE would not exist. We do NOT receive any money from you, unless you are staying less than 12 weeks, in which case we collect \$50/week. Whatever money you have paid goes to your booking agency, and not to us. ACE is a non-profit organization, meaning that we are not allowed to make a profit. Every single dollar has to go back into the organization.

## **ACE General Information for New Volunteers**

### **ACE Office – located at 333 Soquel Avenue**

Visiting hours for volunteers are 10:00am – 4:00pm Monday through Friday. It is a good idea to call or make an appointment by e-mail before going to the office. In general, if you have any problems in the house or if you have questions, put a note on the white board upstairs – Marcel, the Volunteer Coordinator will check the board regularly. If there is an issue you would like to discuss privately, please feel free to call or email Marcel or Joel. Their contact information is on the white board.

### **Paperwork:**

#### **Contract/Passport Copy/Emergency Contact info/ID/Insurance**

Make sure to give your insurance paperwork to ACE. We will make a copy and return the original to you. This is extremely important, since you are not allowed to work on a project unless we can prove that you are insured. *You may not begin work unless you have turned in these documents.*

### **Sleeping Arrangements**

Upon arrival, ACE will provide a sheet for you to use when staying in the house. You keep this sheet until you leave and wash it as often as you wish. During the projects individual tents will be provided for your use.

### **Mailing Address**

While in ACE please use the office as your mailing address, for all packages, letters, library card applications, etc. Make sure the sender requests a signature upon delivery which will confirm the shipment of your package. This is necessary if it is larger than a traditional letter.

### **Common Language is ENGLISH**

Please always try to speak only English. When you speak your own language and people around you don't speak it, it isolates them. A common mistake is to think that it's ok if it's only one or a few people, but that will only make that person feel even more isolated.

## **Things You Will Need**

Several, if not all, ACE projects involve camping in remote areas in adverse weather conditions. *To ensure your well-being we recommend that you have the following on projects:*

### **The Ultimate Gear List for Projects**

#### **Sleeping Gear:**

- Sleeping bag (rating below freezing)
- Sleeping pad (key to staying warm)
- Fleece liner (adds about 5-10 degrees to your sleeping bag)

#### **Work Gear:**

- Long, durable pants
- Work boots (must come above ankles)
- Rain jacket and pants
- Warm layer
- Water bottles 4-6 liters in winter (reuse OJ or water jugs)  
6-8 liters in summer
- Day pack for water, lunch and layers
- Sun screen and a Hat (for sun)
- Sun glasses
- ACE work shirt
- Lunch box

#### **Cold Weather Gear (Think Layers):**

- Long johns (top and bottoms)
- Fleece jacket
- Down jacket (very warm)
- Winter hat
- Winter gloves
- Warm socks (perhaps liner socks)

#### **Camping Gear:**

- Flashlight (head lamps work great!!)
- Pocket knife (great for everyday usage)
- Bandanna (for your hair, sweat, or bathing)
- Alarm clock (don't depend on your supervisor)
- Baby wipes

## **Caring for Your ACE Tent**

Each volunteer is assigned a numbered tent and will be responsible for that tent until s/he leaves ACE. Please do not lose your tent or give it to another person. Upon receiving your tent, set it up to make sure all the required parts are present. If you lose your tent or if it is destroyed due to negligence, ACE will ask you to pay its retail cost. If something is broken, ask Marcel to exchange or fix it. *Any tent found outside the house will be confiscated and you will be responsible for your own sleeping arrangements.*

### **TENT Cleaning Policy**

Before you leave ACE, please make sure that your tent is very clean. The tent will have a longer life if it is cleaned properly every few months. Also, we cannot give you your certificate until we have your nice, clean tent!

#### **How to clean your tent:**

- Set up the inner tent in the backyard
- Remove all trash and dirt from inside the tent
- Using a sponge, wash the inside and outside of the inner tent AND both sides of the rain fly (pay close attention to the zippers – make sure all the dirt comes off)
- Leave the inner tent to dry
- Hang the rain fly on the clothesline to dry
- Come back after one hour, roll the tent nicely and pack it in the bag with the tent poles and stakes
- Give the tent to Marcel, the Volunteer Coordinator and report any damage or missing parts – if they are not around, put the tent under the white board in the house and leave a note detailing any problems

The ACE Tent Cleaning Policy is also posted in the house.

## **Projects**

1. The project schedule can be found on the ACE website under Volunteer, Project Schedule.
2. A work week is 40 hours. This is typically a 10 hour day.
3. On the first day of the project, the house must be clean and tidy before you leave. Pick-up time is before 7 am at the house. We all help loading the van with tools, gear, etc. to make sure we get out of Santa Cruz on time.
4. **ON PROJECT:** You need to be ready, breakfast finished, lunch made, bags packed, and dishes washed at least 10 minutes before you go to work. Work normally starts at 7 am so this means you must be ready to go by 6:50 am. **YOU MUST NOT BE LATE.**
5. **Uniform:** ACE T-shirt, long work pants, boots, PPE (personal protective equipment).
6. Bring raingear, water bottles, lunch, gloves and safety glasses every day. Gloves and safety glasses are provided by ACE – make sure not to lose these as you are expected to return them after every project. Glasses must be kept in a small plastic bag to prevent lens scratches.
7. Everybody helps out with cooking and cleaning up at camp.
8. **NO SMOKING** on project!
9. At the end of each project, when we arrive in Santa Cruz we clean out the van, put back all the tools (sharpen them if needed), return unused food to storage, clean the cook set and do inventory to make sure everything we need is there.
10. Do not leave personal items or gear in the vans. You may be in a different van each week, so it is quite possible you will lose the things you leave behind.

## **House Rules**

1. No alcohol or drugs. NO EXCEPTIONS or you will be asked to leave the program.
2. No smoking in ACE housing or on ACE property.
3. Vandalism of ACE property will not be tolerated. Anybody found causing willful damage to ACE property will be asked to leave the program. There are NO EXCEPTIONS to this rule. Damages caused due to drunkenness will be treated the same way.
4. If something is damaged or broken, report it to a staff member immediately.
5. Keep the house CLEAN.
6. Do your dishes and clean up spills right after eating.
7. The front door is to stay closed and locked at all times, and is to be used only in the case of an emergency. To enter or leave the house, please only use the doors with the key code locks. Each time you come or go, please be sure the door is closed and the lock is engaged.
8. Do not leave your personal items in living room, including clothes, backpacks, etc. or they will be considered common.
9. Put your name on your personal food and toiletries, or it will be considered common.
10. If you need something for housing, ask Marcel.
11. Bed assignments are complicated and we have detailed lists that help us to keep track of who is where and what spaces are available for new volunteers. If you need to move to a different bed, even if it is in the same room, please ask the Marcel first.
12. Please check the white board every day for important messages from Marcel and the other staff. Please do not take the notes off the bulletin board even if you think they're old.
13. Items left in the common areas, including outside the house will be removed and donated unless prior arrangements are made with Marcel.

## **General Code of Conduct**

### **Non-Negotiable Rules**

*If the volunteer member fails to comply with this code of conduct, she/he can be terminated from American Conservation Experience.*

- A. The ACE volunteer member is expected to act in an official capacity at all times by:
  - 1. Demonstrating mutual respect toward others;
  - 2. Following directions.
- B. At no time may the volunteer member:
  - 1. Engage in any activity that is illegal under local, state, or federal law;
  - 2. Engage in activities that pose a significant safety risk to others.
- C. The volunteer member understands that the following acts also constitute a violation of the Program's rule of conduct:
  - 1. Failure to follow ACE safety guidelines as provided by ACE supervisors in safety sessions each morning, including failure to wear appropriate safety equipment, long work pants, boots, etc.
  - 2. Unauthorized absence from project or tardiness to project.
  - 3. Repeated use of inappropriate language (i.e. profanity) at job site.
  - 4. Possession or use of weapons, including guns, rifles, air rifles, bb guns, pellet guns, etc.
  - 5. Stealing or lying.

6. Engaging in activity that may physically or emotionally damage other staff, members of the program or of the community, including making crude and/or sexually suggestive comments.
  7. Possessing or using any illegal drugs during the term of service, including any proof or overwhelming evidence of underage drinking of alcohol during the entire term of service, including during off days.
  8. Consuming or possessing alcoholic beverages on project, on ACE property (house, yard, etc.) or in ACE vehicles, regardless of age.
  9. Being present in the ACE house or on project with other volunteers who you are aware are drinking alcohol without reporting the violation to an ACE staff member immediately.
  10. Being under the influence of alcohol or any illegal drugs during the performance of projects.
  11. Failure to notify ACE of any criminal arrest or conviction during the term of service.
  12. Throwing cigarette butts on the ground (severe fire danger).
  13. Vandalism, including intentional or reckless destruction of ACE or community property or natural resources, graffiti, littering, damage caused to house, vehicles, etc.
  14. Laziness/failure to represent ACE well through reasonable effort on project.
  15. Failure to attend ACE “cleaning parties” or to participate in assigned cleaning duties, failure to maintain ACE housing in a clean and respectful manner.
  16. Repeated and/or excessive lack of consideration for other ACE members or project partners in housing or on project.
- D. *For violating the above stated rules, ACE may require that the volunteer no longer continue donating labor to ACE.*

## **Prohibited Activities**

**The volunteer member cannot engage in any of the following prohibited activities (during work hours).**

1. Any efforts to influence legislation.
2. Organizing or engaging in protests, petitions, boycotts, or strikes.
3. Assisting, promoting, or deterring union organization.
4. Impairing existing agreements of services or collective bargaining agreements.
5. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, platforms, political candidate, proposed legislation, or elected officials.
7. Engaging in religious instructions or worship; constructing or operating facilities devoted to religious instructions or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
8. Providing a direct benefit to: a for-profit entity, a labor union, a partisan political organization, or an organization engaged in the religious activities described above.
9. Voter registration drives.
10. Fundraising.

## **Non-Discriminatory Policy**

ACE does not discriminate in program admission based on race, color, sexual orientation, military discharge, sex, national origin, age, disability, or any other character unrelated to the ability to

perform the essential function or basic tenets of the program, or any bona fide occupational qualifications.

ACE will make reasonable accommodations for qualified individuals with known disabilities, as long as the accommodations do not impose an undue hardship on American Conservation Experience. This policy governs all aspects of the program, including selection placement assignment, compensations, and access to benefits and training.

ACE makes every effort to ensure that its placement agencies have similar non-discrimination policies. Any staff members with question or concerns about any type of discrimination in their placement workplace are encouraged to bring these issues to the attention of their immediate supervisor, superior, and/or Program Director.

Discrimination on the part of fellow American Conservation Experience staff members will also not be tolerated. Anyone found to be engaging in any type of unlawful or harassing discrimination will be subject to disciplinary action, up to and including dismissal from the program.

American Conservation Experience will not tolerate harassment of any kind. Harassment includes threatening or insinuating that the refusal to submit to sexual advances will adversely affect admission or program benefits. Harassment may also include conduct such as unwanted sexual flirtation or touches, abusive or degrading language, graphic or suggestive comments, or displaying inappropriate objects or pictures. Any staff member who believes that he or she has been subject to harassment of any kind or who has knowledge about harassment of others should report the harassment to an immediate supervisor, superior, and/or Program Director. Any staff member who is found to have engaged in harassment will be subject to appropriate discipline, up to and including expulsion from American Conservation Experience.

## **ACE Alcohol and Drug Policy**

The volunteer member understands that the following acts also constitute a violation of the Program's rule of conduct and that such violations may lead to their immediate dismissal from the program:

1. Engaging in any activity that is illegal under local, state or federal law; including but not limited to underage consumption of alcohol and possession/use of any illegal drugs including marijuana.
2. Consuming alcoholic beverages on project. The volunteer will be considered to be on project from the time the van leaves ACE headquarters until it returns at the end of the project. No alcohol may be consumed or purchased, or possessed in the campground or in any afterhours activities associated with ACE projects.
3. Possession or consumption of alcohol on ACE property, including in or around the houses, apartments, or any ACE accommodation.
4. Being under the influence of alcohol or any illegal drugs during the performance of projects.
5. Causing any form of disturbance including loud drunken behavior and vandalism in the house or on project.

## **ACE Smoking Policy**

ACE strongly discourages smoking on all projects. This means anytime whilst on project, not just during the working hours. Smoking will only be allowed at the discretion of your individual supervisor and their decision will be based upon safety, fire danger, professionalism and respect for others who do not smoke.

Those people who smoke should be prepared by bringing nicotine patches or gum.

## **General Safety Policy**

ACE's number one priority on all of our projects is member safety. To that end, we have developed a number of safety rules which we will review with you each day on project. *However, no activity is entirely free of risk or completely safe. Crew members have the right to refuse a task that they deem unsafe. Please feel free to discuss these concerns with your crew leader(s) or other staff members.*

### **As a member, you are required to:**

1. Alert ACE staff to any past or existing medical issues that may hinder your ability to complete a project safely.
2. Attend and participate in every safety meeting.
3. Understand and abide by the safety rules given to you by the crew leaders.
4. Wear all the activity-appropriate work clothing and personal safety gear.
5. Wear your seatbelts at all times in ACE vehicles.
6. Be aware of the conditions and people around you.
7. Address any safety concerns that arise throughout the project period.
8. Alert your supervisor as soon as you or a fellow crew member is injured or feeling unwell.
9. Keep current ID & Health Insurance information with you at all times.

A crew is only as safe as its least safe member. Anyone who willfully or habitually violates ACE safety policies may be required to leave the program for endangering themselves and their fellow crew members.

Anyone who willfully or recklessly endangers the safety of another person *on or off project* will be required to leave the program.

## **HEAT RELATED ILLNESS:**

Heat related illnesses are a big concern for any outdoor based program. Crew members are often unaware of the amount of fluid and nutrients their bodies require and consume during a given project period. Hard work coupled with dry climates can lead to rapid water and nutrient loss, which is known as:

### **Dehydration and Hyponatremia\***

- A. Dehydration
  - 1. It is a loss of fluid in the body.
  - 2. If you feel thirsty, you are already dehydrated.
- B. Hyponatremia
  - 1. It is an abnormally low concentration of sodium (salt) in the blood.
  - 2. Symptoms can resemble dehydration and can lead to a rapid and potentially fatal swelling of the brain.
- C. Dehydration and hyponatremia will lead to heat illnesses.

### **Three Stages of Heat Illness:**

- A. **Heat Cramps**- muscle pain, usually in stomach or legs from exerting the body
- B. **Heat Exhaustion**- water loss that causes less blood to flow to vital organs. SIGNS of exhaustion:

*Irritability; decreased alertness; moist, pale skin; headache; dizziness; nausea; weakness or fatigue*

*Heat Cramps and Heat Exhaustion may be treated by drinking ½ glass of cold water every 15 minutes, resting, and applying cool, damp clothes.*

- C. **Heat Stroke**- body's temperature control system stops working; body temperature can rise so much that permanent brain damage and/or death can occur. SIGNS of stroke:

*hot, red, and dry skin; rapid, weak pulse; rapid, shallow breathing; increased body temp; vomiting; decreased alertness or total loss of consciousness*

### **Prevention of Heat Illness:**

- A. Drink water or Gatorade, *even if you are not thirsty*:
  - 1. Drink at least 4-6 liters a day, up to 8 liters when hot
  - 2. **DO NOT** drink milk, alcohol, soda pop, or sugary juices because they dehydrate you more
  - 3. Take frequent standing water breaks. **DO NOT** drink all your water in one sitting.
- B. Keep cool:
  - 1. Wear light-weight light-colored clothing
  - 2. Take frequent breaks in shade (out of sun!)
  - 3. Wear a hat
  - 4. Stay wet. The evaporation will cool you.
- C. Eat:
  - 1. Your appetite will decrease in the heat, but be sure to eat smaller meals more frequently
  - 2. Replenish your salts with trail mix or a healthy, salty snack
- D. Help each other:
  - 1. Make sure your crew members are preventing heat illness and watch for signs of cramps, exhaustion, and stroke
  - 2. Ask someone when was the last time they took a break to have a snack or drink. ~ **You are the best judge! Keep an eye on each other and tell your supervisor if someone seems sick or is not acting normally.**

### **Remember this formula:**

<b>Heat + No Water + No Salts = Heat Illnesses</b>
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*\*Remember that both Dehydration and Hyponatremia are concerns in all environments, regardless of temperature.*

## **Safety in Santa Cruz**

Santa Cruz, like any other city, is not a crime-free area. You should not be afraid to leave the house to enjoy everything the city has to offer, but you **NEED TO BE SMART**.

To reduce your chances of falling victim to violent crime or petty theft:

1. Be smart and exercise common sense.
2. Go out in pairs.
3. Always lock your bike.
4. Do not leave anything in the yard unattended (particularly unlocked bicycles and ACE tents), even for a few moments.
5. Do not flash a lot of jewelry, electronics, or cash while out on the town.
6. Buy a lock and use one of the lockers.
7. Know that drunken people are prime targets. **STAY IN CONTROL!**
8. Know how to get back to the volunteer house. If you don't know the route or are too drunk to navigate, find a hotel or call a cab at (831) 423-1234
9. Program the appropriate local emergency numbers into your phone and the Volunteer Coordinator's number.
10. Alert the authorities immediately if anything happens to you. For Emergencies, dial **911**.
11. For non-emergencies, call the police and alert an ACE staff member to the situation. SC Police Dept.: (831) 471-1131

## Conservation in Santa Cruz

Every project you do as an ACE volunteer has a positive impact on the environment, whether it's reducing the risk that a forest fire will spread, removing invasive plants and giving native species room to grow, or restoring a trail so that others can enjoy nature without causing erosion and other damage.

*But why stop saving the environment when a project ends?* There are a few simple things each of us can do to ensure that we're maintaining our good relationship with nature when we're in Santa Cruz and out on road trips:

1. **Turn off the lights.** When you leave your room, the bathroom, or a common area make sure to flip the switch. Whenever possible we use energy-saving light bulbs in the house, but turning off the lights is the best way to save money and reduce light pollution.
2. **Turn off the water.** A running faucet uses 3 gallons of water per minute – that means every time you leave the faucet on while brushing your teeth, you use 3 gallons. So, while you're scrubbing those pearly whites, turn off the water! Also, take short showers and turn off the water when you're shampooing or soaping up... Because 1 minute of shower time = 7 gallons of water down the drain!
3. **Turn off appliances.** When they're not in use, the toaster, microwave and other small appliances can be unplugged to reduce electricity use. Also make sure to turn off the TV when you're done!

Another great way to reduce waste and save money is to take advantage of the "Common Stuff" bins throughout the house. You can find almost anything you might need, from sweatshirts and towels to shampoo to cell phones. Take a look!

## **Santa Cruz Recycles!!!**

With hundreds of volunteers coming to Santa Cruz to our program each year, we as an organization create a lot of waste. So to do our part we RECYCLE!

### **In Town**

In the house there are recycling bins for plastic, glass, metal and paper in both the upstairs and downstairs kitchens. Please rinse out all cans and bottles before putting them in the appropriate bin – also, lids and caps are not recyclable so please put them in the trash. When a box is full take it out to the large bin with a BLUE lid located on the driveway. On Wednesdays the garbage and recycling trucks will come and empty the blue bin and take the recyclables to the recycling plant.

Any cans or bottles marked with “CA CRV” or “Cash Refund” can be put in a separate bag. When you purchase soda, etc. you pay a 5-cent deposit and these bottles can be returned to the store and they’ll give you the 5 cents back. We put these bottles outside on the fence in front of the house so that homeless folks can take them and have a little extra money.

### **On Project**

On project all you have to do is designate a bag for recyclable items. At the end of the project bring them back to Santa Cruz and put them in the BLUE bin. Please rinse out all cans and bottles first!!

### **What Can Be Recycled?**

1. Paper products
  - White/colored paper
  - Newspapers
  - Cardboard
  - Cereal boxes
  - Any kind of box (except pizza boxes)
  - Cardboard toilet paper rolls

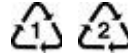
**Please break down boxes so they are flat and fit better in the bin!**

2. Aluminum

- Soda cans **\*Many of these are CA CRV!**
- Food cans (tuna fish, etc.)

**Please crush cans whenever possible so they are flat and fit better in the bin!**

3. Plastic - #1 through # 7 with these marks ->



- Milk jugs
- Water bottles **\*Many of these are CA CRV!**
- Soda bottles **\*Many of these are CA CRV!**
- Shampoo bottles

**Please remove caps/tops from all bottles including milk jugs. They cannot be recycled!**

4. Glass Bottles

**Remember that everything that goes into the BLUE BIN must be clean. Please do not put cans with food or milk into the bins.**

Please find the information sheet on the wall in the kitchen to explain more about Recycling.

\*\*\*Both trash and recycling bins outside, under the stairs of the house should be brought to the curb Wednesday night each week, as the city collects them early Thursday morning. If you don't see the bins have been moved on that day, please do so, so we don't miss our pickup day.

## **Leave No Trace Principles**

Leave No Trace is a national and international program designed to educate all those who enjoy the outdoors about the nature of their recreational impacts as well as techniques to prevent and minimize such impacts. Leave No Trace is rooted in scientific studies and common sense. The 7 Basic Principles are as follows:

1. **Plan Ahead and Prepare**
2. **Travel and Camp on Durable Surfaces**
3. **Dispose of Waste Properly**
4. **Leave What You Find**
5. **Minimize Campfire Impacts**
6. **Respect Wildlife**
7. **Respecting Other Visitors**

### **Planning Ahead and Preparing – Planning for any situation**

Prepare for extreme weather, hazards, and emergencies. Always bring enough water, food, raingear, extra clothes. Repackage food to minimize waste. (Use a lunchbox or reuse plastic bags to avoid extra waste. Read up about your projects before going – look at maps, read information on the internet. The more prepared you are the better. Always email or tell a family member where you are going before you leave on a project or road trip.

### **Traveling and Camping on Durable Surfaces**

Part of enjoying the wilderness is trying to help keep it wild. When camping with groups, the best thing to do is to camp at an already established campground. Only build fires in areas where there is a grill or fire pit.

When camping in the backcountry, pick areas that will leave the smallest impact. Camp on hard surfaces such as rock, gravel or dry grass. Camp **at least** 200 feet (60 meters) from any water source (river, stream, lake).

*Always stay on trails! They help protect fragile ecosystems that would be destroyed if hikers walked everywhere.*

### **Disposing of Waste Properly—PACK IT IN, PACK IT OUT!**

This applies to all trash all project. Even orange peels and apple cores. Do not throw any trash on the ground. Always carry a “trash bag” with you on project.

When doing dishes, strain dirty dish water through a strainer before dumping dirty water on the ground.

Always make sure you are at least 200 feet (60 meters) from any source of water to avoid contaminating water with soap.

In the backcountry, all dirty toilet paper should be bagged and hiked out. When disposing of human waste, you must be at least 200 feet (60 meters) away from water. Dig yourself a “cathole” (15 to 20 cm deep) and be sure to cover all waste completely with dirt.

### **Leaving What You Find**

If everyone visiting a historic sight or beautiful park picked up one rock or flower there would be none left in no time. Leave natural objects like rocks or flowers where they are so others may also enjoy them. Take photographs of historic landmarks or archaeological artifacts. DO NOT vandalize or carve your name into trees, rocks, cliffs, etc.

### **Minimizing Campfire Impacts**

While sitting around the campfire is a vital part of the outdoor experience, in the backcountry fires can have dangerous, lasting impacts. Wild fires burn thousands of acres of forests every year due to carelessness.

When camping in the backcountry always use a gas/propane stove instead of a fire to cook meals. In campgrounds always use established camp fire rings or fire pits. Only gather wood that can be found on the ground. Always burn wood completely to ash, put fire out completely when done, then scatter the ashes.

### **Respecting Wildlife**

Keep wildlife wild! Never approach an animal. That's what the zoom feature on your camera is for! Never touch or feed any animals. You may hurt them or a frightened animal may hurt you! Human food can make animals sick and make them give up searching for their own natural food. Never gather people or surround an animal. Always give it plenty of room to leave and alert others to let them know which way it is going.

### **Being Considerate of Other Visitors**

Other visitors are here to enjoy the same places we are. Be sure to respect other visitors when camping, hiking and working. Be courteous. Stop working and let hikers pass on the trail. Be sure to let other volunteers know when hikers are coming so they will also stop working. Please be quiet and respectful of other visitors in camp or in the backcountry. Many are hoping to enjoy the sounds of nature.

### **Before You Leave ACE ...**

- Please take a blank **Exit Questionnaire** from one of the bulletin boards at the house, fill it out and give it to the Volunteer Coordinator.
- When you finish your last project, clean your tent according to the ACE Tent Cleaning Policy posted in the kitchen. If it is broken, let us know. Please don't ever give it out to anybody else!
- Please don't leave any personal items in your room. Give them to someone, donate them, or throw them away.
- Please remove all food from your shelf in the kitchen and write "common" on any food or toiletries you leave behind.
- Schedule a brief appointment with Marcel to show that your room is clean, to hand over your cleaned tent, your bed sheet and turn in your Exit Questionnaire. Give enough notice to make this a smooth process. Marcel's regular hours are 9am to 5pm.

**NOW we are ready to give you your certificate!**

It is very important that you book your bus ticket in advance. Make sure you take a bus that is supposed to arrive at the airport 5 hours before your flight. GREYHOUND can be over 2 hours late, even if the transportation is supposed to only take 2 ½ hours. Also Greyhound does not guarantee your seat even if you have a bus ticket.

To get to Mineta San Jose International Airport:

Take the Amtrak Highway 17 Bus (\$5 one way trip, must have exact amount) to San Jose Diridon Station. Then take the CalTrain north towards San Francisco – get off at the SANTA CLARA station. Then get on the VTA Airport Flyer Bus # 10 to Mineta San Jose International Airport.

To get to SFO San Francisco International Airport:

Take the Highway 17 Bus to San Jose. Take the CalTrain to Millbrae Station then switch to the BART Rapid Rail to continue to SFO.

ACE cannot provide a last minute option to get you to the airport, so please make sure you have this taken care of several days before your last day in Santa Cruz. It is very expensive to take a taxi to the San Jose or San Francisco airport!!

## **Prime Santa Cruz Spots**

### **Outdoor Gear Stores**

**Outdoor World** – 136 River Street, Sporting goods store offering a variety of products for great prices.

**Salvation Army** – 812 Pacific Avenue, Thrift store full of used clothing and other goods.

**Goodwill** – 204 Union Street, Great place to buy used clothing, sweaters, and warm layers. Probably the cheapest place in town.

### **Grocery Stores/Supermarkets**

**Safeway** - 117 Morrissey Blvd. (near Soquel Ave.)

Open every day, 24 hours

**Trader Joe's** - 700 Front Street

Open every day: 8am-10pm

**New Leaf Community Market** - 1134 Pacific Ave.

Open every day: 9am-9pm

**Staff of Life Market** - 1305 Water Street

Open 8am-9pm Mon-Sat and 9am-9pm Sunday

**Shopper's Corner Market** - 622 Soquel Ave.

Open every day: 6am-9pm

*Whichever supermarket you go to, you should get a membership card (e.g. Safeway-Safeway Club Card). It is free to sign up, and you can save lots of money!*

### **Laundromat**

At the 7-Eleven turn Right onto Ocean Street A few blocks down, turn Right onto Barson Street near Little Ceasar's Hot and Ready Pizza. The laundromat will be just past a small Mexican take-out restaurant.

### **Public Library (free internet with your free membership)**

224 Church Street

(831) 420-5700

Hours:

Sunday: 1-5, Monday: 1-7, Tuesday: 11-7, Wednesday: 11-7

Thursday: 11-7, Friday: CLOSED, Saturday: 11-5

## **Things All Volunteers Should Know About to Have a Good Time in Santa Cruz**

**Marianne's Ice Cream** has tons of delicious homemade flavors. Cash only, ATM machine available in store. 1020 Ocean St.

**Santa Cruz Diner** has every kind of food you can imagine! Open 24 hours with excellent milkshakes. 909 Ocean St.

Take advantage of the **University of California Santa Cruz**. **Free internet access** at the library, **free movies, sporting events, and lectures**. UCSC – 1156 High Street. Metro buses 10, 12, 13, 15, 16, 19, 20 & 27X all go to the University campus.

Check out the **UC Santa Cruz** website for all upcoming events (sports, theater, music, workshops) [www.ucsc.edu](http://www.ucsc.edu)

### **University East Field House – weight lifting, tennis, basketball, racquetball**

Open: Mon-Thurs 7am-10pm  
Fri 7am-8pm, Sat-Sun 10am-6pm

### **University Pool – Open Swim**

Open: Mon-Fri 8:30am-2pm, 4pm-7:30pm  
Sat-Sun 11am-5:30pm

The **Santa Cruz Main Beach** is just behind the Boardwalk and a ten minute walk from the house. Lots of volleyball nets for beach volleyball. Walk down to the wharf to see (and hear) huge sea lions or sign up to go on a whale watch!

**Surfing!** Cowell Beach – just on the other side of the wharf is one of the best beaches for beginner surfers. Plenty of surf shops in Santa Cruz offer beginning surf lessons and rental boards and wet suits.

**Bowling and Karaoke:** Boardwalk Bowl, 115 Cliff Street. (just across from Beach Boardwalk arcade)

**Roller Coasters, Arcade Games, Pool tables, Air Hockey and more!** The **Santa Cruz Beach Boardwalk** 400 Beach Street. California's oldest amusement park.

### **Movie Theaters**

**Regal Santa Cruz 9** – large theater with current films

Located at 1405 Pacific Avenue

**Regal Cinemas Riverfront Stadium Twin**

Located at 155 South River Street

**Del Mar Theatre** – foreign and art films

Located at 1124 Pacific Avenue

**Nickelodeon Theatre** – tied to the Del Mar Theatre

Located at 210 Lincoln Street

### **Local Parks**

**Big Basin Redwoods State Park:** California's oldest state park offering deep canyons filled with giant Redwood trees, beautiful waterfalls and stunning views of the Pacific Ocean.

**Henry Cowell Redwoods State Park:** Contains some of the most impressive old-growth redwood trees on the planet, most of which are located on an easily accessible short loop trail.

**Natural Bridges State Beach:** Beautiful state beach known for its migrating monarch butterflies.

**Big Sur:** South of Santa Cruz on Highway 1, full of beautiful beaches and tons of hiking.

### **Rent-a-Car**

**Enterprise Car Rental** – 1303 Ocean Street

**Hertz Car Rental** – 132 Center Street

**Avis Car Rental** – 630 Ocean Street

The **Monterey Bay Aquarium** is just a short bus ride south of Santa Cruz to historic and beautiful Monterey. ACE volunteers

receive a discount on tickets to the Aquarium. Be sure to bring a volunteer business card with you to show the cashier when buying your ticket.

886 Cannery Row, Monterey, CA (831) 648-4800

Open 10am-5pm (hours vary by season)

**Maps of Santa Cruz and the surrounding area** can be found in the house, a phone book, or you can stop by the visitor center (1211 Ocean Street) for local information. Maps will direct you to the library, university, parks, and more.

There are several binders located in the upstairs common room that have menus, coupons, brochures, and driving maps of Santa Cruz, California, and beyond. There is also a current bus schedule hanging near the dining room table for your reference. Check these resources and you should get plenty of good ideas if you ever need one.