

## LETTER OF UNDERSTANDING Updated September 2011

[Adventures in Alaska RV Rentals](#) (1145 Shypoke Drive, Fairbanks, Alaska 99709 – 907-458-RENT) and [Chena Marina RV Park](#) our private park are co-located on an active float-plane pond just outside the city limits of the [“Golden Heart City” Fairbanks, Alaska.](#)

We have a very short “season”, but have much to do during the spring and fall. Preferences for positions are for those folks who can commit to being with us from perhaps as early as April 30th, but no later than **May 15th thru at least September 15th** (*your schedule will be that you work the last week and end your commitment to us on September 15th*). But, we'd still love to have you consider even if you can't commit to all summer. Check to see as we get closer to May each year for openings available for short term help

We offer a monetary reimbursement for folks willing to commit to May 15th - September 15th. If you hang in there with us, we'll happily reimburse your incoming fuel costs (keep your receipts) for your drive "Outside" (what we call anywhere "Outside" Alaska) up to \$1,000, payable September 15th. **All hands will work the last week closing down the park and winterizing the units.**

All that we ask of you is a bit of your time, a smiling face, a “can do” attitude, common sense and use of your RVing and “life skills”. Please though, if you have some physical challenges - not the least of which is trouble lifting (we specifically ask you not to do any heavy lifting) and walking **(the park is 6 acres +/- and you will be on your feet pretty much all the time)** this may not be the thing for you. Also, as the sun shines up to 24 hours per day, be careful with sun exposure if you are sensitive, and we're dry here so drink plenty of water and wear a hat.

Summer in Fairbanks, is very warm and usually very dry. You will be asked to learn and drive one of our ATV's on the property to save time. **Can you mount an ATV?** They're easy to drive, and fun too!

In exchange, you will receive the following for 4 Hrs/Day/Person/Couple, (8 Hrs/Day for Individual Person). **Eight (8) days on, Six (6) Days Off.**

RV Site (for 1 or 2 persons) with full-hook ups -water, sewer, 30 amp electric, sorry no cable TV but we get all the major and some of the not so major channels in the air (check with your dish provider – even this far North your dish will probably work). Your cell service should get maximum reception, and thus a “Wireless Card” for your computer will work just fine as well. Early arrivals may have temporary sites for a short while until we open our full service section.

### **Early and late in the season, We “Live by the Weather”:**

The Prospector Cabin” Shower will be up and operational when you arrive, and remain so until your departure September 15 (+ as weather permits). This shower building is private and quite roomy and is first come, first served. We are accepting a very limited number of RV Park guests this summer, so this shower should work just fine for you until the frozen ground allows us to put water in the lines. Lord willing, your coming up in mid May the ground will be thawed, and use of the Prospector's Cabin Shower Building won't be necessary. You can then have sewer and water at your site and shower in your own unit without worry about your gray tank filling up too quickly.

**Water to the site is dependent upon the weather – we haul our water and thus we may need to deliver to your rig in Spring and Fall cold weather - 1 fill per week by schedule unless you're the Water Truck Driver or can talk him/them into it. Not too difficult.**

**Sewer hookup we may have to watch the weather first thing in the spring, but we have a dump station and ability (macerator pump and portable tank) to pull your tanks til weather permits opening the sewer system. 1 pull per 10 days by schedule, again unless you do it. We have the equipment, you provide the muscle.**

**You may use our laundry facilities (after they're brought on-line after spring thaw) at no cost, with a caution – since we haul our water we ask you to conserve wherever possible. You, of course, need to provide detergent, etc. Park and RV Rental Guests, if any, and our RV Rentals laundry have priority.**

**You'll be going out on several great tours and tourist oriented activities at no charge to you available through our vendors, at their discretion-on your own time (see our website for an overview of the tours you may be taking). These tours also help when you meet our RVing guests to help them figure out what to see and do. There's a lot to do in, and around, Fairbanks. This is a special perk, and a wonderful way to see much of Alaska, especially the Interior. The longer you commit to staying with us, more tours will be provided. This is another reason we ask you to come early in the spring – so that you may take the tours before we all get too busy. The total value of these tours varies, but can be \$600 or more per person.**

**Additional tours and activities may be available to you at a serious discount and sometimes free. Tell us your interests, and we'll see if we can persuade the folks providing the tour/activity to give you a special discount. See Debbie after your arrival to make requests/arrangements.**

**We need your **RVing Skills** and your **"life skills"**. You need to be able to follow instructions properly (written and verbal), be physically fit, active and mentally acute. You need to have a sense of humor, and be adaptable to what's happening on any given day. Your help is needed and may include any and all of the following depending on necessity and guest needs:**

**Pre/Post rental check and small basic repairs/maintenance on our fleet of motorhomes and travel trailers. Fleet Check In, Check Out, cleaning of fleet, office, bathroom and laundry, yard care, light carpentry & plumbing, painting. And cleaning our personal housing/RV and doing our personal laundry from time to time. And, most importantly - visiting with the world's best customers. From time to time, we may ask you to run errands. If you use your vehicle, we'll pay mileage.**

**The days and hours you are scheduled will vary but we will try to make them as consistent as possible. I have shortened the daily hours this year to 4. I intend for 2 couples to work the morning shift and 2 couples to work the afternoon shift. Most evenings will be free. I am also forced (sadly) to have everyone fill out a time card – so that I don't have to be your mother and make sure you're doing what you've agreed to do. I'm a grown up, and thought all folks who came to help us were grownups as well. This hasn't always been the case. Also, you will be on a posted "schedule" so that there won't be any misunderstanding about your time "on". We try very hard (and it usually works) to have 8 days on, then 6 days off. Our helpers have really liked this. It allows you time to take extended trips throughout our wonderful state. If you are a couple, we normally schedule you for the same hours and days. But, this may not always be possible on any given day/week. (You can trade days with other workers for special trips, etc. as long as your special skills are not involved during your absence.)**

Generally, most work days begin at 9AM (9-1 and 12 - 4). You may be asked (rarely) to come in earlier on some days, and asked to work later (rarely) on some as well. We sometimes have units that “turn around” and go back out the same day they come back in. Rank of arrival does have its privilege, and the first folks to arrive have first choice of days and preferred shift. In our park, one day is pretty much like all the others. So, weekends may not be the best days off. If it is your desire to attend Church - we will be more than happy to adjust your schedule to fit.

It may be possible that we will need additional hours from you. If so, we'll compensate with additional time off. Or we may consult with you and, if we're all in agreement, you will be paid as a contractor (a 1099 will be issued at year's end in these circumstances.)

Fairbanks, during the summer - is daylight 24 hours per day, generally warm and not too buggy the last several years.

This is a general description, and may be changed from time to time. Also it doesn't include all positions for our park and our rental business. See specific descriptions,

As with any relationship, sometimes things go awry. If you have some serious concerns, we hope you will come to us before it gets too far off track so we can discuss. And, conversely, we will do everything in our power to make our association a mutually happy and productive one. If we come to an impasse, both parties should give as much notice as possible to cease the relationship. After all, this is supposed to be a fun filled trip for you to the “Last Frontier” and we genuinely hope you will leave us with many happy memories.

As I stated earlier, we're a small park and we very much have a family atmosphere among not only those of us who toil together, but also with our customers/guests. And, if I haven't mentioned it earlier in our discussions, we live right at the park too.

Here is one final point for your consideration. Up until recently I didn't think it necessary to point this out, but it's a long road to get here, and a long road home. If you have issues with taking direction from a woman owner, this isn't the location for you. I try to pass the reins to “Mr. Bill” (my fiancé, advisor and the park General Manager) when possible, but from time to time I find it necessary for one-on-one direct instructions. **I know what I'm doing, & need things done in the manner instructed.** And, unfortunately I don't have a lot of time for hand holding. I'm friendly, but Mr. Bill (he's friendly too – more than me sometimes) and I work 7 days a week, 24 hours a day, for 6 months running. Can you say “stressed”?

If you would like, we would be happy to provide Email addresses of our former helpers as a reference. We want you to be certain this is something you can and want to do since, in most cases, it's a long way from home.

Last Spring we did some interviewing by Skype, and at least by telephone. When we receive your resume, we'll call or email to set a date and time for you to interview us too! If you have Skype that works best for us all. And, it's fun to meet people that way.

Thank you and we look forward to meeting you.

Suzanne E. Spanjer, Owner  
Bill Wileman, General Manager

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**If you are asked to join us, please sign below to indicate your understanding and agreement to the above.**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
\_\_\_\_\_ **Date:** \_\_\_\_\_

**Spell Names** \_\_\_\_\_

**Physical and Mailing Address:**

\_\_\_\_\_

**PhoneNumbers:**

\_\_\_\_\_

**Year/Make/Length of your RV and (if applicable) tow vehicle**

\_\_\_\_\_

**Who Cares?**

**Emergency Contact information before your arrival:**

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Emergency Contact information after your arrival**

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Upon agreement, please return one executed set of these pages, a copy of your driver’s license, and your check for \$200 payable to Ebert-Spanjer, Inc. dba Adventures in Alaska RV Rentals. Your \$200 (in cash if you prefer) will be returned to you the day you arrive at the park -please remind me as the first day is generally pretty hectic with introductions, directions, etc. A reminder is a big help to me. This money is by way of a guarantee that you will arrive as agreed and we need not fill your scheduled time with anyone else. We’ll need a copy of your SS card at arrival. Rev 9/21/11**

**Your check will be deposited, and funds refunded upon arrival as stated above.**