



Mackinac Island Honor Troop 168

GUIDE DUTY

MACKINAC ISLAND
HONOR TROOP



PORT HURON, MICHIGAN



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Introduction

- What is Guide Duty?

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Fort and Downtown Guide Duty

- Scouts act as greeters and ambassadors of Scouting to tourists on Mackinac Island, one of the most visited spots in America
- Scouts serving as Guides have the unique opportunity to meet visitors from throughout the world
 - Job requires each Scout to have a keen focus on:
 - Appearance
 - Conduct
 - Performance of duty assigned
 - Scouts should always be:
 - Helpful
 - Friendly
 - Courteous
 - Kind
 - Cheerful





Fort and Downtown Guide Duty cont.

- Guide duty begins on Sunday at 9:45 A.M. and continues until 4:30 P.M. each day
- A shift system of 7 patrols will be followed throughout the week
- Duty roster will be posted on the bulletin board in the barrack hallway
- The duty roster SHALL NOT change to accommodate a Scout's visitors
- SPL or Scoutmaster are authorized to change rosters due to incident, illness, and injury

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Fort and Downtown Guide Duty cont.

- Scouts shall be in complete uniform
- Have clipboard for post that includes Fort and Island information
- Scout Guides move to and from duty in marching formation
- Marching is led by
 - Patrol Leader
 - APL
 - ASPL
- Many visitors watch the “changing of the guard”

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Fort and Downtown Guide Duty cont.

- March from the barracks through the Avenue of Flags, down the stairs, and across the parade grounds
- Once at the parade grounds, go left at the stone barracks to the South Sally Port
- Always follow the same route
- **DO NOT** march across the porch of the Suttler's Store





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Fort and Downtown Guide Duty cont.

- Always arrive at your duty stations 10 minutes early
- You must introduce yourself to the house interpreters
- Ask the interpreters what activities are scheduled during your shift so you are able to describe them to visitors if asked
- Also, ask what special instruction you may need to perform during your shift
- Become familiar with what is in the building to become more helpful to visitors
- While on duty, DO NOT Fraternize with other Scouts or Fort Staff

YOU ARE AMBASSADORS OF SCOUTING and ARE DOING A JOB



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Fort and Downtown Guide Duty cont.

- Formal guidebooks for each attraction will be provided
- **EACH SCOUT MUST BE VERY FAMILIAR WITH ALL ATTRACTIONS AND HISTORY OF THE FORT**
- Be prepared to hold duty at any station at any time
- Always know the location and routes to:
 - Drinking Fountains and Rest Rooms
 - Medical Centers and Post Office
 - Mackinac State Historic Parks' Visitor Center
 - Fort Mackinac Tea Room
 - Biddle House and Benjamin Blacksmith Shop
 - McGulpin House
 - American Fur Company Store / D. Beaumont Museum
 - Mackinac Art Museum
 - Mission Church
 - Governor's Summer Residence
 - Arch Rock, Sugar Loaf, and the Cemeteries
 - Stuart House City Museum
 - Boat Docks
 - Grand Hotel



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Guide Duty Basic Requirements

- All Scouts must:
 - Stand at ease, keeping your head upright
 - Always smile
 - While smiling, make eye contact..... Always!
 - Say “hello” or “welcome” WHILE SMILING
 - NO SITTING, LEANING, or FIDGETING
 - Tips must be declined with a polite appreciation
 - REMEMBER TO SMILE
 - Always stay hydrated by drinking plenty of fluids before duty, during break, and after duty
 - Always use sunscreen on exposed skin (available at the barracks infirmary)
 - Keep your area clean and free of litter. Scouts should always pick up litter wherever it is observed
 - REMEMBER TO SMILE



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Guide Duty Basic Requirements cont.



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- Know the locations of emergency exits
- Direct persons needing aid to the Medical Center on Market Street in town
- Notify the nearest State Park employee of any emergency
- Inform your PL or APL of any hazards including:
 - Broken Stairs
 - Broken windows
 - Trip hazards or where visitors frequently trip
- Know the location of fire extinguishers in buildings
 - Look behind doors
 - On walls
- REMEMBER TO SMILE





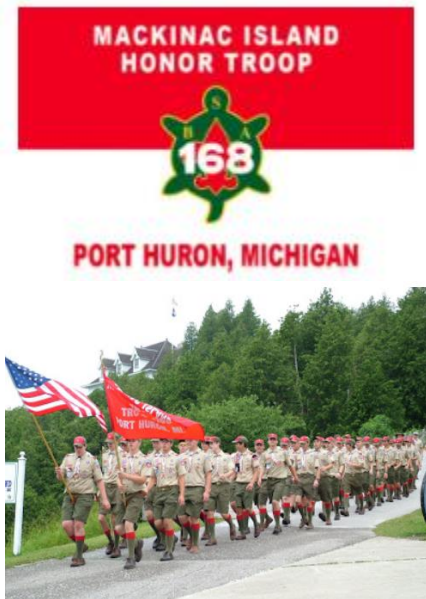
Fort Mackinac Guide Duty Detail

- Military music is always played throughout the day
- Demonstrations are always announced w/ fife, drum, and loud yell
- Guides must know times and locations of activities including:

- Rifle and Cannon firings
- Guided tours
- Court Martials
- Slide Presentations



- There is an audio-visual every 20 minutes shown in the Port Commissary building beginning each day





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Fort Mackinac Daily Program

- 9:30 a.m. Morning Cannon Salute (special visitor program available)
- 9:45 a.m. Rifle Firing Demonstration
- 10:00 a.m. Cannon Firing Demonstration
- 10:30 a.m. Rifle Firing Demonstration
- 11:00 a.m. Guard Mount Ceremony, followed by People of Mackinac Tour
- 11:30 a.m. Cannon Firing Demonstration, followed by Walking Tour/Children's Program
- Noon Firearms at Mackinac Program
- 12:30 p.m. Music at Mackinac
- 1:00 p.m. Cannon Firing Demonstration, followed by Walking Tour/Children's Program
- 1:30 p.m. Drill and Rifle Firing
- 2:00 p.m. Court Martial Re-enactment
- 2:30 p.m. Fort Mackinac 1780-1895 Walking Tour
- 3:00 p.m. Cannon Firing Demonstration, followed by Women at the Fort tour/Children's program
- 3:30 p.m. Bayonet Demonstration
- 4:00 p.m. Drill and Rifle Firing
- 4:30 p.m. Cannon Firing Demonstration, followed by Walking Tour/Children's Program
- 5:00 p.m. Rifle Firing Demonstration
- 5:30 p.m. Cannon Firing Demonstration, followed by Walking Tour/Children's Program
- 6:00 p.m. Rifle Firing Demonstration
- 6:30 p.m. Cannon Firing Demonstration



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Fort Mackinac Guide Duty Stations

- 6 Stations
 - South Sally Port
 - Upper Gun Platform
 - Kid's Quarters
 - Parade Ground West
 - North Sally Port
 - Avenue of Flags

Parade Ground West



North Sally Port



Avenue of
Flags



South Sally Port
(Looking North)



Upper Gun Platform



Kid's Quarters



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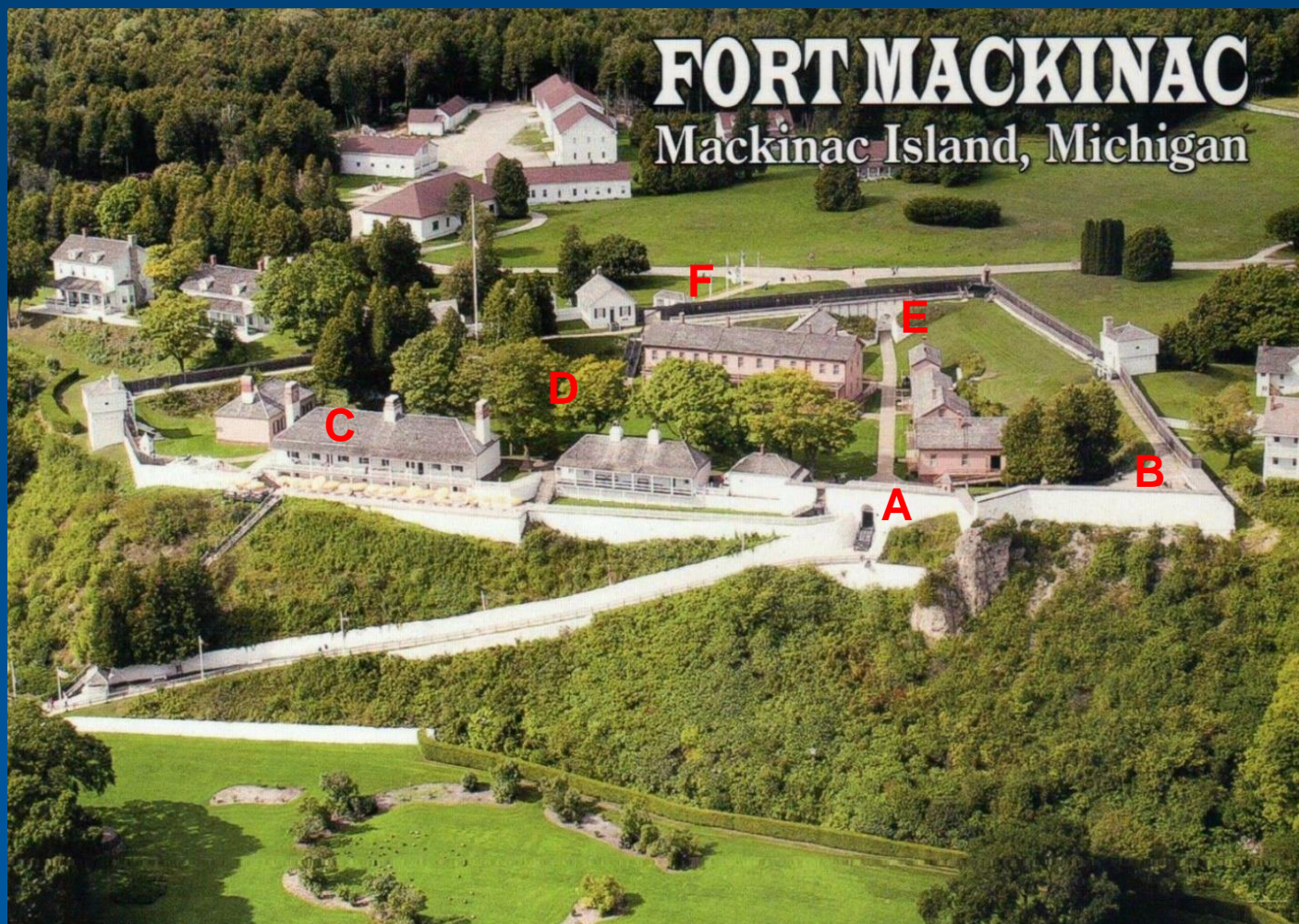
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Fort Mackinac Duty Stations



A. South Sally Port
B. Upper Gun Platform
C. Kids Quarters

D. Parade Grounds
E. North Sally Port
F. Avenue of Flags



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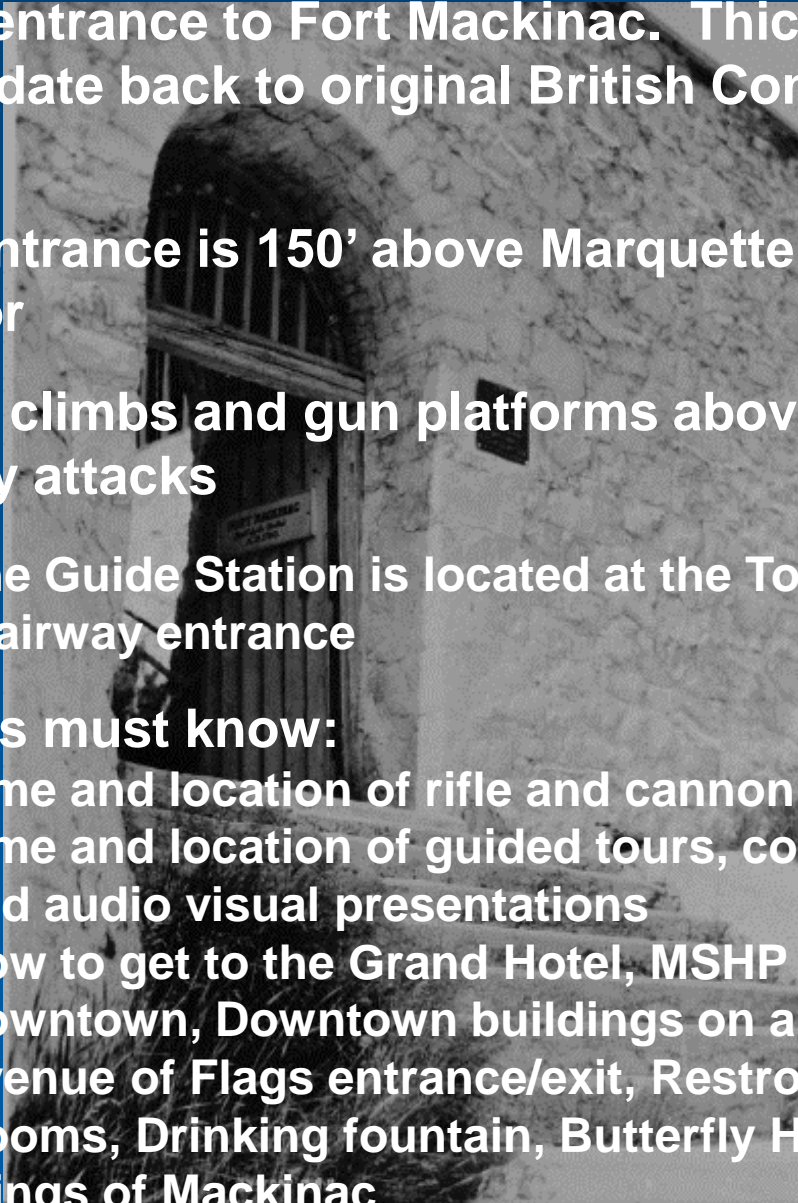


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South Sally Port Station

- Main entrance to Fort Mackinac. Thick limestone walls date back to original British Construction in 1780
- The entrance is 150' above Marquette Park and the Harbor
- Steep climbs and gun platforms above discourage enemy attacks
 - The Guide Station is located at the Top of the Stairway entrance
- Scouts must know:
 - Time and location of rifle and cannon firings
 - Time and location of guided tours, court-martials, and audio visual presentations
 - How to get to the Grand Hotel, MSHP Office, Downtown, Downtown buildings on a fort ticket, Avenue of Flags entrance/exit, Restrooms, Tea Rooms, Drinking fountain, Butterfly House, and Wings of Mackinac



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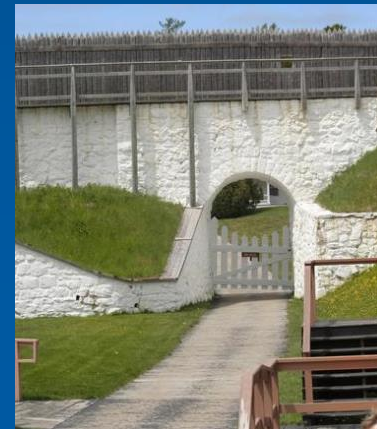
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South Sally Port Station cont.

- **Scouts must know:**
 - Something about the building/area you can see from the post
 - North: Commissary
 - Soldier's Barracks (Sutler Store inside)
 - South: South Sally Port (entrance and exit)
 - East: Gun Platforms
 - West: Guardhouse
- **Scout duties**
 - Greet and welcome visitors to fort
 - Inform visitors of the time of the next rifle or cannon firing demonstration, court martial or slide presentation
 - Sweep the stairway entrance and opposite stairs during "downtime"
 - Keep all areas tidy at all times
 - Pick up site maps that fall under stairs





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Upper Gun Platform Station

- Main artillery for the Fort, located on the Upper and Lower Gun platform
- Reproductions of ½ pound and 6 pound cannons guard the park below
- From this point, you understand why the British chose the high bluff above the harbor as a logical place to build Fort Mackinac
 - Located above & to east of South Sally Port Station
- Scouts must know:
 - Time and location of rifle and cannon firings
 - Time and location of guided tours, court-martials, and audio visual presentations.
 - There is an event every ½ hour
 - Know the equipment on the Gun Platform



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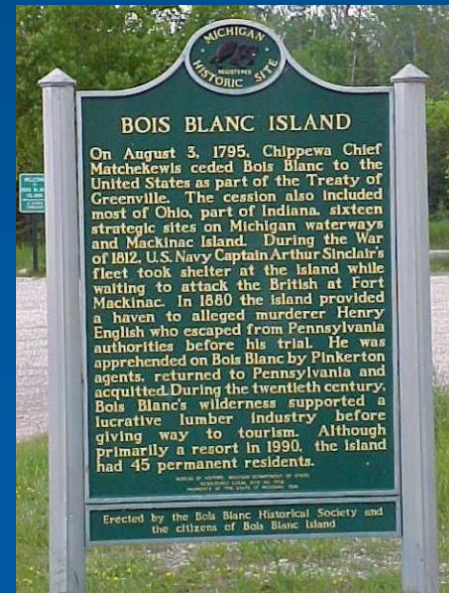


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Upper Gun Platform Station cont.

- **Scouts must know:**
 - Something about the building/area you can see from the post
 - North: East Blockhouse
 - South: Bois Blanc Island (Bob-lo or Bo-blank)
 - Village of Mackinac Island
 - Downtown buildings found on fort ticket
 - East: Post Hospital and Surgeon's Quarters (MISPC offices)
- **Scout duties**
 - Keep all people off all walls and front cliff (contact Historic Interpreter if needed)
 - Show visitors the downtown area and the Straits of Mackinac. Know which end is the Upper
 - Pick up any aluminum foil that has Scattered after the cannon firing



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Kid's Quarter Station

- Consists of four rooms designed to show various aspects of Victorian children's life at the Fort
- Children and adults can dress in Victorian clothing
- Sights and sounds common to the period
- Giant fife to play
- Hear and see a cannon firing
- A scaled version of the fort
- Toys children played with at the fort
- Learn about Morse code
 - Located Inside Officers' Stone Quarters, next to the "Manual of Arms" display in back, left room
- Scouts must know:
 - How to use displays in room
 - How to get to restrooms, Downtown area, Fort Mackinac Tea room, and food cart



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Kid's Quarters Station cont.

- Scout duties
 - Act as crowd control for Manual of Arms display (Only allow 1-2 kids in at a time) Make sure guns do not leave the room
 - Keep the area neat. Hang up clothing, straighten areas with interactive displays
 - Get involved with the children. Help them put on cloths, take pictures, etc.
 - Make sure nothing leaves the Kid's Quarters

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Parade Ground Station

- The Fort's Soldiers marched and drilled on the Grounds for 115 years
- Today, costumed interpreters recreate an 1885 court-martial and rifle firings on the Grounds
- Excellent place to point out the Fort's three strategically placed blockhouses and the Fort's unique fire prevention system to visitors
- Officers' Stone Quarters is considered to be the oldest building in the State of Michigan, dating to the original British occupation of 1780
 - Parade Grounds are located next to stairway of the Soldiers' Barracks on the west end facing the hill



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Parade Ground Station cont.

- **Scouts must know:**
 - Time and location of rifle and cannon firings
 - Time and location of guided tours, court-martials, and slide presentations.
 - How to get to: Tea Room/Food Cart, Avenue of Flags Entrance/exit, Downtown Area, Restrooms, and State Park Office
 - Something about the building/area you can see from the post
 - North: Officers' Hill Quarters and Fort Main Flag
 - South: Village of Mackinac Island
 - Officers' Stone Quarters (Kids' Quarters inside)
 - East: Parade Grounds
 - Soldiers' Barracks
 - East Blockhouse

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Parade Ground Station cont.

- **Scout duties**
 - Keep people from running/walking up and down hill!
Ask politely to use the stairs. Use louder voice on the hill, but not during programs & demonstrations
 - Keep people off the hill during rifle firing demonstrations
 - Meet and talk with visitors
 - Be available to answer questions on fort and area
 - Assist in keeping Parade Ground free of litter



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North Sally Port Station

- Original rear entrance to Fort Mackinac. Built by Americans shortly after they first garrisoned the fort in 1796
- Designed to resist heavy artillery fire
- Name is derived from a French term “burst forth suddenly”
- A Sally port is a gate or passageway in a fortified place for use of troops making a sortie
- On July 17, 1812, American Troops marched through this gate to surrender to the British
 - Located near bath house facing the hill



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North Sally Port Station cont.

- **Scouts must know:**
 - Time and location of rifle and cannon firings
 - Time and location of guided tours, court-martials, and slide presentations. Demonstrations every ½ hour
 - How to get to: Tea Room, Avenue of Flags Entrance/exit, Downtown Area, Restrooms, Grand Hotel, and Fort Holmes.
- **Scout duties**
 - Ask visitors not to climb up and down the hills. Climbers wear trails which cause erosion. Ask them to use stairway next to the bathhouse
 - Open and close gate for tour groups
 - Only visitors with disabilities or strollers may exit via the North Sally Port. All other visitors must use the Avenue Of Flags, South Sally Port, or Tear Room Stairs exits. If a visitor is noticeably fatigued and asks to exit here, its ok
 - Admit no one except: State Park and Tea Room employees, Tour groups with State escort, Horse-drawn drays or other service vehicles, and Handicapped visitors with Fort tickets

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Avenue of Flags Station

- Rear entrance to Fort Mackinac. Built to accommodate visitors and not an original entrance
- All Flags represent a country or governing body that owned or controlled Mackinac Island at some time in history (Excluding Canada)
- Story behind each flag
- Many visitors enter through the Avenue will be arriving on Carriage Tours
- Visitors who rode a carriage tour can return to the tour after visiting the Fort
 - Position is located at the Fort entrance, just past the cashier on the other side of the fence



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Avenue of Flags Station cont.

- **Scouts must know:**
 - Time and location of rifle and cannon firings
 - Time and location of guided tours, court-martials, and slide presentation in the Commissary (see clipboard)
 - Visitors should begin their tour by watching the slide show
 - How to get to: Tea Room, Downtown Area (without going through the fort), Grand Hotel, Governor's Residence, State Park office, Butterfly House, and Wings of Mackinac
 - Something about the building/area you can see from the post
 - North: Fort Holmes
 - State Park barns and Scout Barracks
 - South: Offices' Wooden Quarters
 - Officers' Stone Quarters (Kids' Quarters inside)
 - Soldiers' Barracks with new museum gallery on the upper floor
 - Elevator
 - West: Post Schoolhouse
 - North Blockhouse (animated mannequins)
 - Officers' Hill Quarters and Fort Main Flagpole



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Avenue of Flags Station cont.

- **Scout duties**
 - Do any stamping or marking on tickets as needed
 - Greet visitors and welcome them to Fort
 - Inform visitors of the next rifle or cannon firing, court-martial or slide presentation. If no demonstrations are taking place, invite visitors to begin their tour by viewing the slide presentation
 - Make change runs for the GSR if needed



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Downtown Village Guide Duty Stations

- 6 Stations
 - Biddle House
 - McGulphin House
 - American Fur Co. / Beaumont Hospital
 - Mackinac Art Museum
 - Foot of South Sally Ramp
 - Governor's residence (Wednesdays)

Biddle House



McGulphin House



Dr. Beaumont Museum



Mackinac Art Museum



South Sally
Ramp
(Looking
Northeast)

Governor's Residence



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Downtown Village Duty Stations



A. Biddle House

B. McGulpin House

C. Dr. Beaumont Museum / American Fur Co. Store

D. Mackinac Art Museum

E. Foot of South Sally Ramp



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Biddle House Station

- Position is located at the Front Porch, near the Doorway



- Scouts must know:
 - Find out as much as you can from historic house interpreters
 - Know about the Biddle family and be able to describe the building and the craft demonstrations



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Biddle House Station cont.

- **Scouts must know:**
 - Be able to direct visitors to the:
 - Benjamin Blacksmiths Shop
 - Historic buildings included on their ticket
 - Restrooms
 - Grand Hotel
 - Butterfly House
- **Scout duties**
 - As visitors near the doorway, ask if they have their Fort Mackinac OR Mackinac Art Museum ticket.
 - If they have a ticket, mark it off with the pen provided and direct them inside
 - If they do not have a ticket, direct them to the Visitor's Center or Kiosk in the park where they can purchase a ticket
 - Tickets include the Fort or Art Museum, American Fur Company Store/Dr. Beaumont Museum, McGulpin House, Biddle House, Blacksmith Shop, and Mission Church

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Biddle House Station cont.

- Scout duties continued
 - Mark the ticket for both the Biddle House and the Blacksmith Shop
 - Be prepared to assist the historic house interpreter(s) with answering questions
 - Building is open 11:00 a.m. to 6:00 p.m.

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McGulpin House Station

— Position is located at the Doorway



- Scouts must know:
 - No historic house interpreters
 - Look through the building prior to your duty in order to be informative.
 - Be able to identify some of the house's architectural characteristics



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McGulpin House Station cont.

- **Scouts must know cont.**
 - Know when and where the home was built
 - Know how long the McGulpin's lived there
 - Be able to point out locations of other historical buildings found on the visitor's tickets
- **Scout duties**
 - Be position just outside the front door. As visitors near the doorway, ask if they have their Fort Mackinac OR Mackinac Art Museum ticket.
 - If they have a ticket, mark it off with the pen provided and direct them inside
 - If they do not have a ticket, direct them to the Visitor's Center or Kiosk in the park where they can purchase a ticket
 - Tickets include the Fort or Art Museum, American Fur Company Store/Dr. Beaumont Museum, Biddle House, Blacksmith Shop, and Mission Church
 - Be prepared to assist the historic house interpreter(s) with answering questions
 - Building is open 11:00 a.m. to 6:00 p.m.

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McGulpin House Station cont.

- One of the oldest private residences in Michigan, built in the late 1700's
- Exhibits early French-Canadian architecture
- French were the earliest European settlers in Michigan, moving here to take advantage of fur trade
- The area learned their cultural traditions, language, songs and cooking
- The McGulpin House is not the typical log style home. The logs are squared/flattened on the sides & joined at the corners with intricate "dove-tail" joints



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McGulpin House Station cont.

- Also has typical French-Canadian style steep-pitched roof, with large half-story attic and styled roof flares
- Roof is covered with cedar bark, similar to most of the island's early homes
- Cedar bark was locally available, simple to install, and fairly effective in keeping out rain
- This home was originally used as a summer home for visiting fur traders
- No siding outside or plaster inside, only having white-washed logs, visible on the exposed, non-restored sections of the home
- William McGulpin was a banker for the American Fur Company & bought the house in the 1820's
- He remodeled it into a year round residence, using plasters on the inside & clapboards out



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McGulpin House Station cont.

- Was purchased by Mackinac State Historic Parks in 1982.
- At that time, it was moved from its original location behind Ste. Anne's Catholic Church to the corner of Fort and Market Streets
- Paint analysis was used to accurately identify the original red paint.
- McGulpin House is one of a few houses that remind of our French-Canadian History



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Dr. Beaumont Museum / American Fur Company Station

— Position is located at the Doorway. Stay near the entrance



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- Scouts must know:
 - Look through the building prior to your duty in order to be informative
 - Interpreters work here
 - Be able to tell some of Dr. Beaumont's work with her and Alexis St. Martin



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Dr. Beaumont Museum / American Fur Company Station

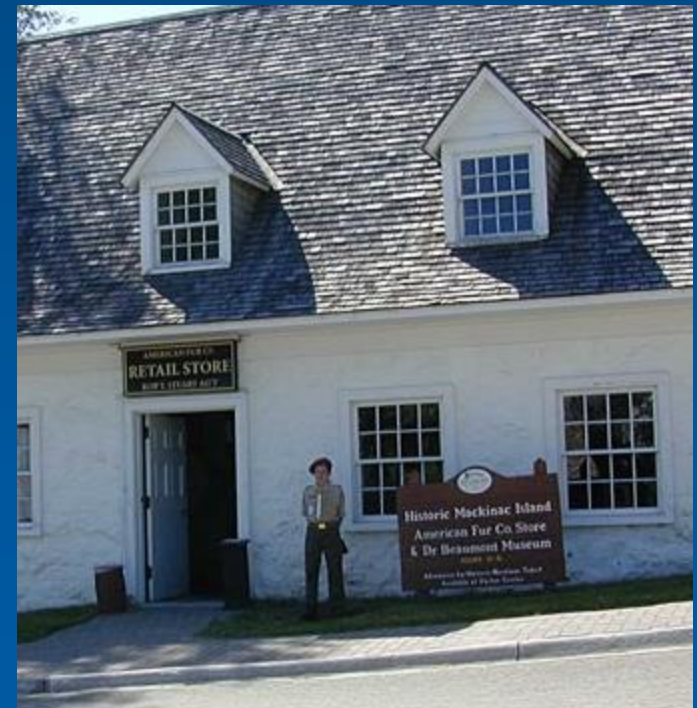
- Scouts must know cont.
 - Be able to describe the American Fur Trade Company's general store exhibit
 - Be able to direct visitors to other historical buildings like:
 - Restrooms
 - Grand Hotel
 - Butterfly House



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Dr. Beaumont Museum / American Fur Company Station cont.

- **Scout duties**

- Be position just outside the front door. As visitors near the doorway, ask if they have their Fort Mackinac OR Mackinac Art Museum ticket
- If they have a ticket, mark it off with the pen provided and direct them inside
- If they do not have a ticket, direct them to the Visitor's Center or Kiosk in the park where they can purchase a ticket
- Tickets include the Fort or Art Museum, American Fur Company Store/Dr. Beaumont Museum, Biddle House, Blacksmith Shop, and Mission Church
- Be prepared to assist the historic house interpreter(s) with answering questions
- Building is open 11:00 a.m. to 6:00 p.m.



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Mackinac Art Museum Station

- Position is at the bottom of the steps to the entrance. Stay near the end of the steps to answer questions



- Direct those who need an elevator to it
- Scouts must know:
 - Look through the building prior to your duty in order to be informative
 - Interpreters and GSR's work here. Talk to them about what type of art work and that there are steps up front but elevator out back





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Mackinac Art Museum Station cont.

- **Scouts must know:**
 - Photographs, decorative art, paintings, and drawings make up the extent of the museum
 - An art instructor heads the Art Studio located in the basement.
 - There is a restroom available
 - Also called the Richard and Jane Manorial Mackinac Art Museum.
- **Scout duties**
 - Greet as they come to the entrance. Make sure you know about tickets to enter
 - Talk to GSR for specifics before. If they have a ticket, mark it off with the pen provided and direct them inside
 - Watch for people who need to use the elevator





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Mackinac Art Museum Station cont.

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 - Greet as the come to the entrance. Make sure you know about tickets to enter
 - Talk to GSR for specifics before If they have a ticket, mark it off with the pen provided and direct them inside
 - Watch for people who may need to use the elevator. Know what is inside.



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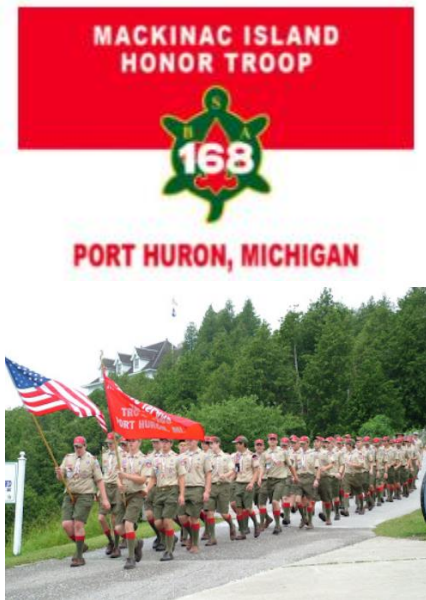


Foot of the South Sally Ramp Station

- Position is next to 15-star American Flag at the base of fence, across from ticket booth



- Scouts must know:
 - Time of rifle and cannon firings, guided tours, court-martial and slide presentations
 - Presentations take place every 1/2 hour
 - Be able to tell what can be expected at the fort





MACKINAC ISLAND
HONOR TROOP



PORT HURON, MICHIGAN



Foot of the South Sally Ramp Station

- Scouts must know cont.
 - Remind guests to visit the Fort Mackinac Tea Room and the Kid's Quarters
 - Tickets must be purchased for the Fort in order to eat at the Tea Room. Know the cost of admission and what they can see with the purchase
 - Be able to direct visitors to: Grand Hotel, Restrooms, Butterfly House, and Wings of Mackinac
 - Something about the building/area you can see from the post
 - American Fur Company Store/Dr. Beaumont Museum
 - Marquette Park
 - Bark Chapel
 - MSHP Visitor's Center
 - McGulpin House





Foot of the South Sally Ramp Station

- Scout duties
 - Complete stamping or marking on tickets as needed
 - Greet and welcome visitors to Fort Mackinac
 - Offer to take photographs
 - Answer questions concerning the Fort or direct to Fort staff if you cannot answer
 - Do not allow anyone to use the stairway. This is for exit only. If you see witness someone using stairs, ask if they are MSHP employees
 - Advise disabled or those with strollers that there are 27 steps to the top of the ramp. Offer to use Fort Hill or take taxi to the rear entrance (Avenue of Flags)
 - Assist GSR by making change runs if needed

MACKINAC ISLAND
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MACKINAC ISLAND
HONOR TROOP



PORT HURON, MICHIGAN



Governor's Residence Station

- Open for tour from 9:30 a.m. to 11:30 a.m.
- Seven Scouts needed from 8:00 a.m. until noon (or later)
- Scouts needed for setup at 8:00 a.m. and consists of:
 - Bring up stanchions, ropes, and carpets for basement
 - Set up in home
- Scouts on post are unable to perform flag duty, except for the Governor's flag
- Two Scouts greet at the front gate
- One Scout will help visitors sign guest book
- One Scout will count tourists and make sure tourists begin the tour inside
- Two Scouts will stand on porch and can take pictures for visitors and wish them a good stay as they leave. They also make sure nothing is taken from house
- One Scout will answer questions and sell vignettes (books) about the residence



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Governor's Residence Station cont.

- **Guests must be asked to sign guest book**
 - Can be signed as family, individual signatures not required
- **No pictures inside the house**
- **There are three docents directing the house tours**
 - Scouts act as guides and keep foot traffic moving
- **Talk to Scout Coordinator about the sale of vignettes**
 - They are very popular and help visitors understand more about the use of the home
- **As visitors approach the sidewalk to leave, Scouts at the front door and gate should thank them for coming. Wish them a good stay**
- **When time to close, stanchions, ropes, and carpets must be collected and returned to the basement**



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Questions?

Remember, Represent Mackinac Island Honor Troop 168 with
PRIDE!

