

Museum Reception Credit Guidelines

Guidelines

Individuals who sign up in advance on the SignUp Genius to volunteer as a Museum Reception (MG) are eligible to earn credits on a half hour basis. Credits will also be awarded to those who come in when asked to do so. The exception to MG volunteer credits is that volunteer hours to comply with educational, court ordered or other mandated community service hours are not eligible for credits.

1. Credits will be awarded in half and full hour increments only. A full hour credit is \$8.10 an hour and a half hour credit \$4.05. Time signing in and out is not considered credited time.
2. MG volunteers must sign in ten minutes before the scheduled shift, then sign-out at the shift's end. Signing in and out must be in the Volunteer manual located in the school reception area on the second floor. A staff member must initial the sign-out time confirming the hours.
3. MG volunteers earning credits must adhere to the position description including but not limited to actively greeting guests, soliciting donations, answering and routing telephones calls.
4. Use of earphones is prohibited.
5. Palm Beach Photographic Centre tasks are to be completed before any personal pursuits.
6. Credits may be used to offset class fees up to **80% of the class cost**. When registering for a class specify in the comments section the amount of MG credits earned you wish to use.
7. Credits will be tracked bi-weekly. While we endorse maintaining your own records, you may phone Donna Mowrey any afternoon Monday-Friday to obtain your credit balance. Please allow her a day to respond.
8. Credits are earned following volunteer service and not provided in advance.
9. Credits earned are valid for one year following date earned. After 365 days the credit earned that day expires.
10. While the Centre recognizes that everyone does have emergency situations and illness, repeated cancellations of less than one full workday of scheduled volunteer time will result in ability to earn credits. An example of this situation is 4 MG volunteer shift cancellations in less than a 30 day period.
11. The Centre reserves the right to end the MG credit program at any time. Those participating in the program will receive cancellation notice and 8 months to use any accrued credits.