

Museum Reception Credit Guidelines

Guidelines

Individuals who volunteer as a Museum Reception are eligible to earn credits on a half hour basis. Volunteers who are earning credits to satisfy mandatory community service or school related hours are not eligible for this program.

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.
2. Museum Greeter 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. 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.
6. While we endorse maintaining your own records, you may call or email office to obtain your credit balance.
7. Credits are earned following volunteer service and not provided in advance.
8. Credits earned are valid for one year following date earned. After 365 days the credit earned that day expires.
9. While the Centre recognizes that everyone has emergency situations and illness, repeated cancellations of scheduled volunteer time will result in inability to earn credits. An example of this situation is 4 volunteer shift cancellations in less than a 48 hour period.
10. The Centre reserves the right to end the Museum Reception credit program at any time. Those participating in the program will receive cancellation notice and 8 months to use any accrued credits.