

SCW BEADERS CLUB

MONITOR DUTIES

Please read BEFORE your scheduled monitoring date.

If you're a NEW monitor, please circle your name on the calendar when you sign up. It is recommended that a new member monitor on Wednesday afternoon, when there are more members available to assist or answer questions.

Another member will assist a brand new monitor. When you monitor a second time, if you are unsure of something, just ask for help. We encourage all club members to help monitors set up and close.

MONITOR HOURS

Monday Monitor arrives at **5:45 PM** and leaves at 9:00 PM

Wednesday Morning Monitor arrives at **9:45 AM** and leaves at 12:45

Wed. Afternoon Monitor arrives at **12:45 PM** and leaves at 4:00 PM

MONITOR SET UP DUTIES

#1 - KEY IS IN THE MAINTENANCE OFFICE: Sign out the **key** with the **YELLOW** tab marked "SCW Beaders" located on the wall in the Maintenance Office which is located on the west hallway of the Beardsley Recreation Center. There is a sign out sheet located on the table. Fill in the date, and your name under "Signed Out By". **THIS KEY OPENS CABINET #27.**

The monitor **sits at the table near the door at all times.** If you must step away, ask another member to cover the table for you. The gray (cash) box does not leave the table. If you need help answering questions or monitoring in general, just ask.

Turn on the lights. Take the key and open cabinet **27**– Remove the **gray** cash box from the drawer marked "GRAY BOX". Place the **gray** cash box on the monitor's table. Take the cabinet keys on the blue key ring from the Gray Box and open the rest of the cabinets.

On the "**MONITOR'S SHELF**" in cabinet #31 you will find

GREEN Monitor Book

RED Member Sign-in Book and pens

MEMBERSHIP FILE Box (it contains members' emergency information)

Club Brochures and Bookmarks

Flower pot containing pens

Magnetic Badge Board

(and any event folders or sign-up sheets for upcoming Craft Fair, Bling Fling, Tucson Bus Trip, Happy Camp, Holiday Party, Picnic, etc.) Place them all on the monitor's table.

NOTE: During event periods such as the Tucson Bus Trip, Blings and Craft Fairs, there will be folders (containing instructions, volunteer/sign-up forms, participation forms, payment envelopes, etc.) that will be found on the Monitor's Shelf. After you put them on the Monitor's Table, open the folder(s).

RED MEMBER SIGN-IN BOOK. Be sure the Member Sign-in Book has a new sign-in sheet, pages 1 and 2 located in the back of the book under "Forms"). Put the new sheets in the front of the book - date both pages, PRINT your name on the monitor's line. Place flower pens next to the Sign-in Book.

CLASS SIGN UP & DISPLAY: Place the Class Project Display Case, Class Sign-up Book (from Cabinet 31) on the counter to the right of the refrigerator.

TURN ON THE POWER STRIP (SURGE PROTECTOR) on shelf below computer.

PRINTER: Turn on the printer.

Computer: Turn on the computer - On button is in the top left corner.

COFFEE POT: Check the coffee pot for enough water – plug it in and turn it on.

COFFEE SUPPLIES: Take out the **BLUE** storage container from Cabinet 28. Put out the coffee/tea supplies and place on the counter next to the coffee pot.

MONITOR BADGE: The Club Monitor and the Class Teacher in the Agave Room (Room 6) need to wear a "**MONITOR**" badge. When classes are held in Agave Room (#6) the teacher will act as Monitor in that area.

NAME TAGS: Members must wear their current name badge. **There is a 25 cent charge for members who forget their name tag.** The money goes in the cash box. Provide them with a temporary name located in the cash box.

The **Monday night monitor** makes a reminder call to the Wednesday's monitors.

The **Wednesday afternoon monitor** makes a reminder call to the Monday night monitor. Check the club calendar for names and phone numbers. (If phone number is not available – refer to the Green Monitoring binder. Members' information is under the tab "Members Roster".)

Please initial the person's name on the club calendar after you have made the reminder call.

EMERGENCY & SAFETY

Telephones are located at the parking lot end of each hallway (you do not need to dial "9" when calling out). An AED device is located at the parking lot end of the Agave Room (or card playing)

hallway. Members' emergency information can be found in the Membership File Box on the Monitor's Table. An Accident/Incident Report is located on the bulletin board and should be filled out by a Rec Center manager (office is located in Beaders hallway, parking lot end of hall, first door) or a Board member. Fire alarms are in the hallways, extinguishers are at either end of our beading room 5 (Sagebrush).

FIRST AID BOX is located in cabinet #31 in the drawer marked in RED "FIRST AID".

MONITOR CLOSING DUTIES

For safety purposes, a monitor must close if there are less than 3 members (including the monitor) in the room (Rec Center rule). We encourage members to help the monitor close.

Unplug the coffee pot from the wall.

Place all coffee supplies in the **BLUE** storage container & return the container to cabinet #27

Return all items from the monitoring table to the **MONITOR'S SHELF** in Cabinet #31

NOTE: During event periods such as the Tucson Bus Trip, Blings and Craft Fairs, there will be folders containing instructions, volunteer/sign-up forms, participation forms, payment envelopes, etc. The forms should be placed in the pertinent folders and returned to the Monitor's Shelf in Cabinet #31.

Return the Class Project Display Case, Class Sign-up Book to the shelf under the library (Cabinet #30). It is marked with BLUE tape indicating where it goes.

Check room for any items left by members, check floor for stray beads. Items found go in drawer marked "Lost and Found" in cabinet #31.

Turn off computer. The Off button for computer is on the top left corner –

Turn off the Printer.

Turn off the Surge Protector (power strip) located to the right on the shelf under the computer.

Take cabinet keys on blue key ring and lock all cabinets except cabinet #27.

Place blue key ring keys in gray box. Place gray box in the drawer marked "Gray Box" in cabinet #27.

Lock cabinet #27 with key on yellow tag key ring.

Shut off ALL fans, and leave ONE light set on. Fan switch is on the opposite wall from the monitor's table.

Return the key with the **YELLOW** tag to the Beardsley Recreation Center Maintenance Office located in the West hallway of the building, parking lot side. Hang key in the available space and sign your name in the book located below the hanging key. You will sign as the person returning the key ("signed-in by").

ADDITIONAL MONITOR DUTIES

RESIDENT GUESTS with SCW RECREATION CARDS

Guests can visit SCW Beaders **FOUR (4)** times a year, but CANNOT TAKE CLASSES. Guests sign in the Member Sign-in Book (Red binder) indicating "Guest" in the Rec Card column. Monitor provides the Guest with a VISITOR Badge – located in the **Gray** Cash Box.

GUESTS with NO RECREATION CARD

Guests can visit SCW Beaders **FOUR (4)** times a year, but CANNOT TAKE CLASSES. Guests sign in the Member Sign-in Book (Red binder) indicating "Guest" in the Rec Card column. Monitor provides the Guest with a VISITOR Badge – located in the **Gray** Cash Box.

Coffee Supplies

If the monitor finds that the coffee supplies are running short, please call them to let them know what is needed. The committee chairs are posted on the bulletin board. Their phone numbers can be found in the Green Monitoring binder under the tab "Members Roster".

Office Supplies

If the monitor finds that there is a need for additional office supplies or supplies are running low, please call the chair person and let them know. The committee chairs are posted on the bulletin board. Their phone numbers can be found in the Green Monitoring binder under the tab "Members Roster".

PRINTER/COPIER

In order to maintain ink supplies – **ALL Members** must pay for copies:

Black and white copies are 15¢ per page

Color copies are 50¢ per page

This is on the "HONOR" system. Please place money in the "Money Jar" located by the printer in Cabinet #27. Money will be collected by the club Treasurer.

NEW MEMBERS AND RENEWALS

Monitor will check to see if a Membership Committee member is present to process a new member or renewal. Stand up and make an announcement asking if anyone is present from membership or welcoming.

If NO Membership Committee member is available – please follow the procedures listed below;

New members and renewals receive the white club member card and a Bob's Variety discount card located in the "Membership" drawer in Cabinet #31.

NEW MEMBER- must have their current RECREATION CARD

Annual dues are \$10.00 per year

Pro-rated dues are \$5.00 from September 1st to December 31st.

ID Badge is \$7.00 (required)

Beginner's Kit is \$7.00 (optional)

ALL DUES ARE PAID BY CHECK ONLY, made payable to SCW BEADERS – we DO NOT accept cash or credit cards.

- Ask them to fill out the registration card with the information requested. Registration cards are found in the back of the membership card box.
- Mark “N” to indicate new to the left of the year.
- Ask if they want “magnetic” or “pinback” for their badge. Please note: Persons who have a pacemaker must order the pinback. Magnets can interfere with their pacemaker.
- Ask if they are interested in the Beginner Class – if yes, member will need to sign up for a class. Forms are called “Beginner Beader Class” located in the Class Book. They will be contacted by an instructor shortly.
- Ask them to choose a Beginner Beader Kit
- Take the completed membership card and put it in the envelope marked “New Members/ Renewals” in the **Gray** cash box (under the tray)
- Take the member’s check and place it in the envelope marked “Treasurer” located in the **Gray** cash box (under the tray)
- New Member should be introduced to Welcoming Chair person/s available at the time.
- Issue the new member a temporary badge.
- When their name badge arrives - they are issued a color coded bead to indicate they have paid their dues for the current year.
- Tell them they will be receiving a welcome letter by email which contains club information.
- Tell them to check the magnetic badge board located on the monitor’s table for their new badge. A yellow ribbon indicating a new member will be tied to the jump ring and the colored bead will already be attached.

RENEWALS

Monitor will check to see if a Membership Committee member is present to process a renewal. If NO Membership Committee member is available – please do the following:

Annual dues are \$10.00 per year

Pro-rated dues are \$5.00 from September 1st to December 31st.

ALL DUES ARE PAID BY CHECK ONLY made payable to SCW BEADERS – we DO NOT accept cash or credit cards.

DO NOT ACCEPT NEXT YEAR’S RENEWALS UNTIL **DECEMBER (checks will be held until **January 1**).**

- For members renewing from the previous year:
- (For 2015 only, all members need to fill out a new registration card)
- After 2015, pull prior year membership card from the current Membership Card File (on the monitor’s desk).
- Ask if there are any updates to phone #, email or address, etc. **If there are, enter this information on a separate note. Do not make changes on the existing membership card.** Put this note along with the renewed membership card in the envelope marked ‘new membership/renewal’ found in the gray cash box.
- If no changes, put an “R” to the left of the renewal year, fill in the year, your initials and the date.
- Place the check in the envelope marked “Treasurer” in the Gray cash box (under the tray).
- Place the completed renewal card in the envelope marked “New Members/Renewals” in the Gray cash box (under the tray).
- Give them the white club member card and a Bob’s Variety discount card located in the “Membership” drawer in Cabinet #31.
- Give the member a jump ring and a color coded bead to indicate they have paid their dues for the current year.

VILLAGE STORE SLIPS

If a member comes to you to ask where she/he puts their volunteer slip from the Village Store, you can direct them to the GREEN MONITORING BOOK. Tell them to place it in the plastic sleeve marked "Village Store Slips".

TEACH/ASSIST SLIPS

If a member comes to you to ask where she/he puts their Teaching and/or Assist Teaching slip, you can direct them to the GREEN MONITORING BOOK. Tell them to place it in the plastic sleeve marked "Teachers Slips".

LIBRARY GUIDELINES

Books, Magazines and catalogs **DO NOT LEAVE THE CLUB ROOM**

Members who sign out one of the items must leave their SCW Recreation Card with the monitor. The monitor signs her initials on the Sign out/in sheet located in Cabinet #30 in green library book at the time of check-out acknowledging the transaction.

The monitor will initial the sign out/in sheet when the item is returned and the Recreation Card is then returned to the club member.

CORRECTIONS, SUGGESTIONS, INPUT OR FEEDBACK

Please contact the membership chair with any of the above. The committee chairs are posted on the bulletin board and on our website. Their phone numbers can be found in the Green Monitoring binder under the tab "Member Roster" in the back.

Updated July 8, 2015