

# SCW BEADERS CLUB

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# 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 new monitor. Anytime you monitor, if you are unsure of something, just ask for help. We encourage all club members to help monitors set up and close. There must be at least one other person, in addition to the monitor, for the Club to remain open.

The monitor **sits at the table near the door at all times** to welcome and assist members. If you must step away, ask another member to cover the table for you. If you need help answering questions or monitoring in general, just ask.

### MONITOR HOURS

**Monitors need to arrive 15 minutes before shift to set up - or, on Wednesdays, to transition from one monitor to the next.**

Monday shift is 6:00 to 9:00 PM

Wednesday morning shift is 10:00 AM to 1:00 PM

Wednesday afternoon shift is from 1:00 to 4:00 PM

## EMERGENCY & SAFETY

Telephones are located at the midway 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, or in back of the Monitor's **dark blue** notebook, 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 OPENING/SET UP DUTIES

**KEY:** You will pick up the key in Maintenance Office at Beardsley, located on west hallway (left as you enter from parking lot). It has a **GREEN** tab marked “SCW Beaders”. There is a sign out sheet on the table. Fill in the date and your name under “Signed Out By”. **THIS KEY OPENS CABINETS #27 & 28.**

**OPEN CABINET #27** – Remove the **gray** cash box from the drawer marked “GRAY BOX”. Place the **gray** cash box on the monitor's table where it remains during Club hours. Keys for all other cabinets are in the cash box. **Use them to open cabinets 30 & 31.**

**PRINTER:** Turn on the power strip, the printer, and computer in cabinet #27.

**MONITOR BADGE:** Found in gray cash box. . .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.

**CABINET #31** – From the shelf **blue** labeled “MONITOR’S SHELF” **all of the following should go on the monitor's table:**

- **DARK BLUE** Monitor Book
- White Member Sign-in Book
- Flower pot containing pens
- Club Bookmarks: (1) for Club Hours and (2) Craft Fair & Bling dates.
- 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. should be found in front of sign-in book. If there are any, place them on the monitor’s table.\*

**MEMBERSHIP FILE** box, found in Membership drawer of cabinet #31 (it contains members' emergency information).

**\*NOTE:** During event periods such as the Tucson Bus Trip (held in February), Blings (February & December) and Craft Fairs (March & November), Picnic (April), and Holiday Party (December)

there will be folders containing instructions, volunteer/sign-up forms, participation forms, payment envelopes, etc.) After you put them on the monitor's table, open the folder(s).

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

**CLASS SIGN UP & DISPLAY:** Found on left side of cabinet #30 & #31. Place the class project display cases, framed sign-up instructions, and class sign-up books on the counter to the right of the refrigerator.

**NAME TAGS:** Members must wear their name badge with current color bead (showing they have paid their dues). **There is a 25 cent charge (goes in cash box) for members who forget their name tag.** Provide them with a temporary (paper) name tag located in the cash box which is returned to you when they leave for the day. We don't always know everyone's first and last name so wearing your name tag is important in case of an emergency. It would save time in case you need help and your emergency contact needs to be called or 911.

The **Monday night monitor** makes a reminder call to the Wednesday's monitors whose phone numbers should be on the calendar (if not, refer to the **dark blue** Monitor's binder, under "Members Roster). Initial next to their names so we know they have been called.

The **Wednesday afternoon monitor** makes a reminder call to the Monday night monitor whose phone number should be on the calendar (if not, refer to the **dark blue** Monitor's binder, under "Members Roster). Initial next to their name so we know they have been called.

## **MONITOR CLOSING DUTIES**

For safety purposes, a monitor must close if there are less than 2 members (including the monitor) in the room (Rec Center rule). We encourage members to help the monitor close.

Retrieve any outstanding guest badges and temporary member badges to the gray box.

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

### **RETURN TO CABINET #31:**

Returned to the "**MONITOR'S SHELF**":

- **DARK BLUE** Monitor Book
- White Member Sign-in Book
- Flower pot containing pens
- Club Bookmarks: (1) for Club Hours and (2) Craft Fair & Bling dates.
- 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. should be put in front of sign-in book.\*

**Membership file box goes back in the drawer of cabinet #31 marked "Membership".**

\***NOTE:** During event periods such as the Tucson Bus Trip (held in February), Blings (February & December) and Craft Fairs (March & November), Picnic (April), and Holiday Party (December) there will be folders containing instructions, volunteer/sign-up forms, participation forms, payment envelopes, etc.) It should be put back in the relevant folder and placed in white sign-in notebook but on top of the sign-in sheets).

Return to **cabinet #30, left side** the (natural colored) wooden **Class Project Display Cases**. Return to **cabinet #31**, Sign-up Books, and instructions to the narrow shelf under the library. It is marked with BLUE tape indicating where it goes.

**LOCK CABINETS #30 & #31.** Check the back cabinets to be sure they are locked!

Place into the "Gray Cash Box" your Monitor's tag and those keys used for #30 & #31.

### **CABINET #27:**

Return gray cash box into the drawer marked "Gray Box"

Turn off computer. The off button for computer is on the top left corner of the keyboard.

Turn off the printer.

Turn off the surge protector.

Shut off ALL fans, and leave ONE light set on. Fan switch is on wall to left of automatic door.

Light switches on same wall as monitor's table but next to the other door.

Return the key with the **GREEN** 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**

**All visitors must sign in!**

### **GUESTS with SCW RECREATION CARDS**

Guests can visit SCW Beaders **FOUR (4)** times a year, but CANNOT TAKE CLASSES.

They sign in with their Rec Card number.

Monitor provides the Guest with a VISITOR Badge – located in the **Gray** Cash Box.

**Insure guests return the temporary badges to you!**

### **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 (white binder) indicating "Guest" in the Rec Card column.

Monitor provides the Guest with a VISITOR Badge – located in the **Gray** Cash Box.

### **OFFICE SUPPLIES**

If the monitor finds that there is a need for additional office supplies, please call the Eva Weisberg (623-792-7186) or let one of the officers know.

## **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

Anyone making copies indicates on the copier log (above printer), number of copies, amount paid, and if for Club business (no charge) but what it was done for.

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**

**ALL DUES ARE PAID BY CHECK ONLY made payable to SCW BEADERS – we DO NOT accept cash or credit cards. Dues are \$10 (no pro-rated).**

Ask if there is a Membership Committee member present to process a new member or renewal. If there are none, 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

ID Badge is \$7.00 (required)

**Optional:** Beginner’s Kit is \$7.00 **each** - there is a kit for stringing & one for weaving.

- Blank registration cards are in back of Membership box (in Membership drawer of cabinet #31). Ask them to fill out the registration card with the information requested (email very important for receiving Club communications).
- 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 either of the Beginner Classes – if yes, member will need to sign up for a class. Forms are in a notebook for “Beginner Beader Classes”. For stringing, give them Eva Weisburg's phone number (623-792-7186), or for weaving Ardie Jones 623-975-3632 (summer Shelia Mackasek 623-546-9696), so they can arrange a date.
- Ask them to choose a beginner's beading kit (\$7 each).
- Take the completed membership card and check and put both in the **BLUE BAG** in Membership drawer. **ON MEMO LINE ON CHECK WRITE WHAT THE MONIES ARE FOR: DUES/BADGE/KIT.**
- New members should be introduced to Welcoming Committee member available at the time.
- Give the new member a temporary badge located in the gray cash box.
- Tell them they will be receiving a welcome letter by email which contains club information.
- Tell them to check within the next couple of weeks 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

DO NOT ACCEPT NEXT YEAR'S RENEWALS UNTIL **DECEMBER** (checks will be held until January 1). Dues are \$10 per year payable by check to SCW Beaders (checks only - no cash).

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:

- Pull prior year membership card from current Membership file box (on monitor's desk or in membership drawer of cabinet #31).
- Ask if there are any updates to Rec card #, phone #, email, 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 and check in the **blue bag** in Membership drawer of cabinet #31.
- If the member has moved, they will need to fill out new card (almost everything has changed), clip the new card to the old card along with their check and put in the **blue bag**.
- 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 **blue bag** in membership drawer and the card in the very front of membership box (it will be filed later).
- Give them a 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 **DARK BLUE 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 or driver's license with the monitor. The monitor signs her initials on the sign out/in sheet located in Cabinet #30 in **dark 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 Rec Card or driver's license is then returned to the club member.