

MONITOR TRAINING & STUDIO CERTIFICATION
INSTRUCTION & INFORMATION
PHOTOGRAPHY CLUB OF SUN CITY

I. GENERAL INFORMATION:

a.) Monitors should wear their **PHOTOGRAPHY CLUB PIN**. When you are the Monitor, you should arrive fifteen (15) minutes before the scheduled Class Time or Scheduled Open Studio Session Time.

b.) When the **LOCK BOX COMBINATION** is changed, the new combination will be e-mailed to Monitors by the Education Committee.

c.) Updated **Monitor List** and revised Monitor & Studio Certification Instruction & Information will be e-mailed to Monitors by the Education Committee using the ISLC Listing: pscsmonitor@islc.net. A copy of the current Monitor List is in the **Studio Notebook** and posted on the **Bulletin Board**.

d.) A Google Calendar e-mail reminder **of the class date & time will be sent to the Monitors and class instructors**.

e.) The **STUDIO TELEPHONE** is for calling only local numbers and/or emergency 911 calls. The Studio telephone number is: 843-705-6119.

f.) Everyone using the Studio must be a member and **SIGN IN**. It is the responsibility of the Monitor to make sure that each person has signed in. The **SIGN-IN NOTEBOOK** is on the table on your left as you enter the Studio. Non-Members and/or Guest **MUST** sign the Charter Club Council Form as this is required by the Community Association.

g.) There are six types of time in the Studio:

1. Scheduled Class or Training Sessions with a Monitor present
2. Scheduled Meetings
3. Scheduled Special Events
4. Scheduled Open Studio Sessions with a Monitor present
5. Scheduled Reserve Studio Lighting
6. Free Time: anytime no other activity is listed on the online Studio Calendar.

h.) Hand out **WELCOME INFORMATION SHEETS** to people that inquire about membership. The Welcome Information Sheets are in the **Studio File Box**. There are also Tri-fold Pamphlets that can be distributed.

i.) If you have accepted a monitor assignment, but unforeseen circumstances have made it not possible for you to complete your monitor assignment; it is **your responsibility to secure a replacement**. Each time there is Monitor Training, an updated Monitor List is e-mailed to you; use this list to contact other Club Members that have had monitor training. E-mail the name of the replacement Monitor to the **MONITOR ASSIGNMENT LEADER** & the **STUDIO YAHOO CALENDAR MANAGER**. See list for contact information.

II. HOW TO UNLOCK THE STUDIO DOOR AND STORAGE CLOSET

To open the door, insert the key and rotate counterclockwise, then pull the door handle to open.

To keep the door lock in its unlocked state, depress the crash bar on the inside of the door and, while holding the bar, rotate the key clockwise. Take the key while still in your hand and unlock the storage closet and remove the **Studio File Box**. Put the key back in **LOCK BOX** and return all the numbers to zero to SECURE THE KEY.

III. HOW TO LOCK THE STUDIO

a.) The Monitor will be the last to leave the Studio. Hang the “**Closed**” sign on the door. **Turn off all equipment**, pay special attention to the Dry Mount Press and the Tacking Iron. **Make sure the cart with projector & laptop computer is returned to the closet.** Return the Studio File Box to the closet. Get the key from the Lock Box and lock the closet door. Turn off all lights and fans. To lock the outside door, insert the key and rotate counter clockwise. Put the key back into the lock box and **secure the key by returning the numbers to zero.**

b.) If you are in the Studio at 11 PM, the lights will flash; this means that the automatic timer will turn off all lights in the Arts & Crafts Center. To override the timer, push the button on the side-wall beside the telephone jack. When you are ready to leave the Studio, follow the regular locking up procedure. The timer will reset itself.

IV. MONITORING A CLASS

a.) When you are a Monitor for a Studio Class, hang the “**CLASS IN SESSION**” sign on the door.

b.) Get the **CLASS REGISTRATION SHEET** from the **STUDIO NOTEBOOK**. Put a checkmark beside each participant’s name that is in attendance. **See New Refund Policy in section VIII.**

c.) **SANDWICH BOARD INSTRUCTION:** before Classes, Scheduled Open Studio Sessions, Special Events, etc. get the Sandwich Board from the closet; the signs for the lower-half of the Sandwich Board are in a plastic bag under the sign. After putting the appropriate sign on each side of the board, put the Sandwich Board outside the Photo Club door near the planter, so as to not to block the walkway. After the event, return the Sandwich Board to the closet and place the signs back into the plastic bag.

d.) When you are a Monitor for a Studio Class, distribute **EVALUATION SHEETS** (found in the **STUDIO FILE BOX**) to all class participants after they are seated. Be sure to collect all the COMPLETED EVALUATION SHEETS before the participants leave the Studio. Please put the completed Evaluation Sheets in the **STUDIO FILE BOX** in the **COMPLETED EVALUATION SHEET FOLDER.**

e.) When you are a Monitor for a **Mat Cutting-Part 1/Dry Mount Press Class; Glass/Plexiglas Cutting Class; Cassese Underpinner Class; Studio Lighting-Part 1 Class; OR the Dell Computer-U2410 & Epson 3880 Printer**, you must complete the appropriate **EQUIPMENT CERTIFICATION FORM** in the Studio File Box. Place the completed form in the folder marked **COMPLETED CERTIFICATION FORMS.**

f.) **Accept Payment by check payable to Photography Club of Sun City or charge CAM Card** from members who have purchases items such as mat boards, photos they have made on the Studio computers/printers. See **PRICE LIST** on the **BULLETIN BOARD**. Record these transactions on the **MISCELLANEOUS PURCHASE FORM:** list the member’s name, item purchased, # of copies made, the dollar amount collected and the date. Have the member complete the CAM charge form (the member keeps the yellow copy for their records). Put the

white copy of the CAM charge or the check in the Studio File Box in the envelope marked “misc. payments.” There are extra forms in the Studio File Box folder marked, “miscellaneous purchase forms”. **SPECIAL NOTE: CAM #'S BEGINNING WITH THE # 2 ARE RENTERS; THEY CANNOT PUT CHARGES ON THEIR CAM CARDS.**

V. MONITORING AN OPEN SESSION

- a.) During **Scheduled Open Studio Sessions**, hang the “**Open**” sign on the door.
- b.) When you are the Monitor and have a concern about a member using the Mat Cutting, Cassese, Dry Mount Press, Glass Cutting equipment or the Dell Computer U2410 & Epson 3880 Printer, you can check the current **CERTIFICATION LIST** in the **STUDIO NOTEBOOK** which is in the **STUDIO FILE BOX**.

VI. USING THE STUDIO DURING FREE TIME

During **Free Time**, the members using the Studio **MUST** have had the Monitor Training. If the member is going to use the Mat Cutting, Cassese Under-Pinner, Glass Cutting, Dry Mount Press Equipment or the Dell Computer-U2410 & Epson 3880 Printer; they must have had training and be certified before using this equipment.

VII. REGISTERING NEW MEMBERS

- a.) Accept completed **MEMBERSHIP APPLICATIONS** and payment by **CHARGE TO MEMBER'S CAM CARD OR CHECK**. Checks must be made payable to the Photography Club of Sun City. If a CAM charge is going to be used, have the new member complete the CAM charge form (found in the first hanging folder in the Studio File Box). The member keeps the yellow copy; the white copy **MUST** be attached to the completed membership application. **SPECIAL NOTE: CAM #'S BEGINNING WITH THE # 2 ARE RENTERS; THEY CANNOT PUT CHARGES ON THEIR CAM CARDS.**
- b.) **Attach** the completed membership application to the check or CAM charge slip.
- c.) Put these into the envelope marked **Completed Membership Applications & Membership Payment** located in the first hanging folder in the Studio File Box. Add new membership information to the Membership List in the Studio Notebook.

VIII. CLASS REGISTRATION INSTRUCTION FOR MONITORS:

Each member must sign up separately.

All Classes must be charged to a standard credit card such as Visa or MasterCard **or** paid by check delivered to the club Studio no later than the Saturday following the date of registration.

The complete list of class descriptions, including instructors, dates & times, special instructions and cost, is available on the club website www.pcschh.org. The class description may also be viewed on the registration form by clicking “more info” following the class title.

Use the drop down menu to select one ticket only for each class they wish to attend. After

selecting tickets for all the classes, scroll to the bottom of the form for payment choices.

If they wish to pay by credit card, click on the button that says “ORDER NOW.” If they wish to pay by check, click on the “Show other payments options” link and click on “Pay offline.”

They will then need to input their personal registration information. All questions on the registration form must be completed in order to enroll. They are asked to provide their CAM number **only** to confirm Club Membership. Their CAM card will not be charged.

Don't forget to click the “**COMPLETE REGISTRATION**” button at the end of the form after they have completed all information.

An email confirmation of the registration from Eventbrite will be sent within a few moments of completing the registration. Remind them to save this email as a reminder of the class dates and times.

New Refund Policy: A Class Refund will only be issued when the Instructor cancels the class. If you have paid for the class with a credit card, such as; Visa or Master Card you will receive a credit on your credit card statement. If you have paid for your class by check, a check will issued to you by the Club Treasurer.

IX. SUPPLIES

If there are supplies that need to be replaced, add those items to the **SUPPLIES TO BE PURCHASED OR REPLENISHED LIST** on the **BULLETIN BOARD**.

X. BROKEN EQUIPMENT

If any of the **STUDIO EQUIPMENT** is broken, notify the Studio Administrator or a Club officer. (see attached list of contact information) Put a sign on the broken equipment, i.e. “Don't Use, Machine is Broken” so that other members do not cause further damage.

XI. SELLING DISPLAYED PHOTOS

- a.) All Photography Club members are permitted to exhibit and sell framed photographs in the Studio. The exhibits normally run for two months. Photographers set the price for their own photographs. A 10% donation to the club is requested.
- b.) If you are the Monitor on duty when someone wants to purchase a photo you can give the purchaser the photographer's phone number and they can make their own arrangements.
- c.) If the buyer wants to buy the photo on the spot, you can take their check made out to the photographer. Put the check in the file box “Studio Sales Envelope.” **We cannot accept CAM charges for this type of purchase.**
- d.) Call the photographer to tell them to pick up their check. You can locate the photographer's telephone number on the Membership List in the Studio Notebook.

XII. INJURY AND INCIDENT REPORTS

If anyone is injured at the Studio, it is a Sun City policy that an **INCIDENT-ACCIDENT REPORT** must be completed. These forms are in the Studio File Box. This report is required regardless if EMS is called or not, and is required for other incidents besides injuries (i.e. if someone faints). The Monitor should take the completed form to the Lifestyle Department in Pinckney Hall. The Studio Administrator or other Photography Club officer **MUST** be notified. See list of contact information.

XIII. EMERGENCY PROCEDURES;

- a.) For minor injuries there is a first aid box on the bookcase.
- b.) For **major injuries or illness** use the following procedure:

1. **Call 911** using the Studio telephone; stay with the injured/ill person. The Studio telephone number (843-705-6110) links the Studio location to a GPS system at the 911 center.

2. The Studio location is: Sun City Hilton Head, Town Square, Yemassee Craft Center in the Photography Club on Del Webb Blvd.

3. Stay on the telephone with Dispatcher and follow his/her instructions. The dispatchers are trained in most every type of emergency and/or illness.

4. If there is someone who can determine if this is a cardiac issue and knows CPR, then act immediately. The nearest Automatic Electronic Defibrillator (AED) is in the Card Room; the instructions are with the machine.

5.) If there is someone else available, have them go to wait at the end of the walkway to flag down the EMT and lead them to the Photography Club Studio.

6.) Stay with the injured/ill person and assist him/her as much as you are able until the EMT arrives.

7.) Contact a friend or family member as soon as reasonably possible, but not at the expense of leaving the injured/ill person.

8.) Notify the Club President and the Studio Administrator after the person has been treated and the situation is under control. The Studio personnel contact information is listed on the bulletin board.

9.) Complete an "Incident/Accident Report" for **ALL MINOR AND MAJOR OCCURRENCES** as soon as they are resolved. The Incident/Accident Report forms are in the Studio File Box. Deliver the report to the Lifestyle Department in Pinckney Hall by the next business day.

Studio Education Committee; Updated: December 19, 2011