



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


I. GENERAL INFORMATION:

- a) Monitors should wear their **Photography Club Pin** and arrive fifteen (15) minutes before the scheduled Class Time or Scheduled Open Studio Session Time.
- b) An updated **Monitor List** and revised Monitor & Studio Certification Instruction & Information will be emailed to Monitors by the Education Committee using the ISLC Listing: pcscmonitor@islc.net. A copy of the current Monitor List is in the Studio Notebook and posted on the Bulletin Board.
- c) The **Studio Telephone** is for calling only local numbers and/or emergency 911 calls. The Studio telephone number is: 843-705-6119.
- d) 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.
- e) There are six types of time in the Studio:
 - a. Scheduled Class or Training Sessions with a Monitor present
 - b. Scheduled Meetings
 - c. Scheduled Special Events
 - d. Scheduled Open Studio Sessions with a Monitor present
 - e. Scheduled Reserve Studio Lighting
 - f. Free Time: anytime when no other activity is listed on the online Studio Calendar.
- f) **Studio Box:** The Studio Box contains the Studio Notebook, Financial transaction sheets and envelopes and other studio forms. Financial forms and envelopes are in the **front** of the box. All other forms are in alphabetical order in the box.
- g) **Monitor assignments:** The Monitor Coordinator sends an email sign-up sheet to all monitors prior to class registration. Follow the instructions on the email to register as a class or open-time monitor. If you have accepted a monitor assignment, but are not able 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 trained monitors. E-mail the name of the replacement Monitor to the **Monitor Coordinator** & the **Studio Yahoo Calendar Manager**. A Google Calendar e-mail reminder of the class date & time will be sent to the Monitors and class instructors. If you have questions, contact the Monitor Coordinator. Contact information is on the Board & Staff list at the end of this handout and by the Studio phone.
- h) When the **Lock Box Combination** is changed, the new combination will be e-mailed to Monitors by the Education Committee. The current combination is _____.

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. **Do not lay the key on the shelf. Put the key back in Lock Box and return all the numbers to zero to secure the Key.** Refer to the illustrated instruction sheet at the end of this handout.

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 counterclockwise (). 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. Note: If someone comes to the door during a class, respond to their questions outside in order to minimize class disruptions.
- b) Find the **Class Registration Sheet** in the **Studio Notebook**. There is a tab marked Class Registration Sheets. All sheets are in date order. Put a checkmark beside the name of each person in attendance. If the person is not on the class list, **AND** there is space in the class, add their name and register them using the online Eventbrite registration procedure outlined in Section VIII.
- c) **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.
- d) **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 the Velcro 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.

- e) **Evaluation Sheets:** Ask the instructor if he/she would like evaluation forms distributed at the beginning or end of the class and if they would like to review the completed evaluation sheets. Distribute forms (found in the Studio File Box) to all class participants. Be sure to collect all the **Completed Evaluation Sheets** before participants leave the Studio. Please put the completed Evaluation Sheets in the **Studio File Box** in the **Completed Evaluation Sheet Folder**.

- f) **Classes that certify instruction:** 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 Epson 3880 Printer Training, make sure that you have checked the names of all participants, and, if necessary, added new names, so that the certification lists can be updated correctly. Note any “no shows.”

- g) 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 or photos they have made on the Studio printers. Refer to the Price List on the Bulletin Board. Record these transactions on the appropriate form (Matting & Framing OR Printing) attached to the financial transaction envelopes: fill in all requested information in the appropriate columns. 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 appropriate envelope (Matting & Framing OR Printing). There are extra forms in the front of Studio File Box. **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) Put the Sandwich Sign Board outside the Studio door.

- c) 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 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, members using the Studio **MUST** have had the Monitor Training. If a member is going to use the Mat Cutting, Cassese Under-Pinner, Glass Cutting, Dry Mount Press Equipment or the Epson 3880 Printer, they must have had training and be certified before using this equipment.

VII. REGISTERING NEW MEMBERS

- a) Hand out **Welcome Information Sheets** (found in the Studio File Box) to individuals who ask about membership. There are also Tri-fold Pamphlets on the table near the door that can be distributed. (*moved from General Information section*)

- b) Membership applications may be filled out online (there is a link to the membership application on the home page of the Photography Club web page) or completed on paper MEMBERSHIP APPLICATIONS (found in the Studio File Box). Payment can be CHARGED TO MEMBER'S CAM CARD OR BY 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 front of 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.**
- c) Attach the completed membership application to the check or CAM charge slip.
- d) Put the form & the payment 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:

Individual members must register for classes using the online Eventbrite class registration site. Each member must sign up separately. Please note that each class registration stays open until 20 minutes after the class start time so that, if space is available, a student may be registered just prior to the beginning of a class.

Log on to the computer on the left side of the back counter. Turn the computer on and click on "club member." No password is required. Click on the Internet Explorer icon to connect to the Internet. The Photography club home page will appear. Click on "How to register for a class" in the right hand column of the home page. Click on the class registration link.

All Classes must be charged to a standard credit card such as Visa or MasterCard or paid by check that must be 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."

Next they need to input their personal registration information. All questions on the registration form must be completed in order to enroll. **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 to the member's email address within a few moments of completing the registration. Remind them to save this email as a reminder of the class dates and times.

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. (refer to the list by the phone). 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. DISPLAYED PHOTOS

If you are the Monitor on duty and someone asks about purchasing a photograph, please ask the individual to contact the photographer directly. The list of contact information for photographers is in the white notebook on the side table labeled "Who's Who."

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 by the next business day. 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 AED is located around the corner near the card room, and is accessible anytime, day or night. 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.

PHOTOGRAPHY CLUB BOARD and STAFF MEMBERS - 2015:

President: Bob Kampwirth, rkampwirth@gmail.com

Vice President: Bill McKinney, shorty06@earthlink, 705-3632

Secretary: Richard Snell, snell.richard@gmail.com, 707-7642

Treasurer: Charles Finn, finn@alum.mit.edu, 705-2551

Past President: Rich deAsla, raasla1@gmail.com, 705-3071

Director of Education: Art Greene, artgreenephoto@gmail.com, 705-1062

Studio Administrator: Corky Burt, corkyburt@gmail.com, 705-3779

Competition: Rich Matheny, richardmatheny1@gmail.com, 548-0789

Extramural Exhibit: Jim Wilson, fjim@jimsviephoto.com, 705-7963

Intramural Exhibit: Nancy Hoff, randnhoff@hargray.com, 705-3170

Field Trip: Pat Roche, proche1@sc.rr.com, 705-9773

Membership: Tom Lehrer, tlehrer@sc.rr.com, 705-6722

Monitor Coordinator: Mildred Vazquez, Vazquez.mildred@yahoo.com, 707-1083

Studio Calendar Manager: Nancy Hoff, randnhoff@hargray.com, 705-3170