

BALTICON 48 Time Record for TRUCK CREW Volunteer Staff

I am a BSFS Member. I will help unload at BSFS HQ on Tuesday I need to stay in the Lair

Name: _____ Badge: _____

Please use this sheet to keep track of when and where you work. To receive credit for your hours, department head(s) must sign for the hours you work. ASK the person signing if they are Balticon staff. Thanks for volunteering!

May we contact you about volunteering next year? If so please fill out below:

Please contact me between Nov 2013 and March 2014 about volunteering for Balticon 49 either by

Phone _____ or Email _____

Area/Department	Dept. Head Initials	Day (Circle one)	Start Time	Circle one	End Time	Circle one	Actual Hours Worked	Volunteer Dept. Use Only		
								Factor	Hrs. Earned	Incentives Redeemable
TRUCK CREW		BSFS HQ Thursday		PM		PM		2x		Opening Ceremonies Preferred Seating
TRUCK CREW		Hotel Thursday		PM		PM				
TRUCK CREW		Friday		AM		AM				
TRUCK CREW		Sunday		PM		PM				
TRUCK CREW		Monday		AM		AM				Masquerade Preferred Seating
TRUCK CREW		Monday		PM		PM				
TRUCK CREW		Tuesday		AM		AM				
TRUCK CREW		Tuesday		PM		PM				Friday Dinner
DO NOT PUT OTHER VOLUNTEER HOURS ON THIS SHEET! Please keep your truck crew hours separate from other time records.										Saturday Meals
I would like to stay in the Berserker Lair Thursday and Monday nights. (Space is limited, we encourage you to attempt to make other arrangements.)									Sunday Meals	
If you wish to stay in the Berserker Lair: <ul style="list-style-type: none"> ▪ You MUST bring your own towels, sleeping bag or sheets/blankets and pillow. ▪ You MUST shower daily. ▪ You MUST put all of your bedding and personal belongings away when not in use. Balticon is not responsible for personal belongings left unattended. Be respectful of those who are sleeping. Do not bang on the door and wake others if you are locked out. Con Ops has a key, go there and ask them to have Security staff escort you to the room and let you in. Ops and the hotel have instructions to not let anyone into the room who is intoxicated, so if you are drunk, don't even ask. Go somewhere and sober up first. You can have Ops radio Brian or Jonette if you need assistance from Volunteer Staff. The Berserker Lair is not to be used for socializing. Go to the Con Suite for that.									Monday Lunch	
I would like to stay in the Berserker Lair Friday, Saturday & Sunday nights									Berserker T-Shir Size	

You MUST use this sheet to record hours, even if you are staff, a special department volunteer or tech crew. This is how we account for T-Shirts and confirmed earned memberships. TRUCK CREW ONLY: Use separate sheets for hours to be applied to the present convention and next year's convention.

Please see the reverse side of this sheet for Rules and Regulations, Incentives and Bonuses

Here is the way volunteer and staff "perks" are set up.

INCENTIVES: Home made COOKIES at the volunteer desk are for volunteers and staff only.

- Work pre-con hours on Wed., Thurs. and/or Friday (am) to get preferred seating at Opening Ceremonies. Come to the volunteer desk and put get your name /badge number put on the list at least 1/2 hour before the event.
- 6 Hours per day — Visit the volunteer desk to have your badge validated for free lunch and dinner.
- 8 Hours, earned by 2 hours prior to masquerade — Sign up for Preferred Masquerade Seating.
- 10 Hours, earned by end of Monday cleanup — Balticon 48 Berserker T-Shirt.
- 12 Hours, earned by 1 hour prior to time of event — Show your volunteer ribbon for preferred seating in all other major events in the main ballroom.
- 20 Hours, earned by end of Monday cleanup — Membership to next Balticon. A maximum of 12 hours (6 x 2) can be earned at the double-hours rate. At least 2 hours must be worked on Sunday after 4 PM or Monday. Complimentary memberships ("Comps") are non-transferable, subject to approval, and cannot be carried forward to later years.
- Truck Crew — Commit to work 20 hours Thursday, Monday and Tuesday at BSFS Headquarters and at the hotel loading and unloading (you must work all 3 days) the truck to earn current year membership. **Advance approval by Volunteer Coordinators is required.**
- Log a minimum of 12 hours (6 hours at double-time) Thursday on truck loading and unloading, set-up at the hotel and/or registration packet assembly to be eligible to use the Berserker Lair for crash space Thursday night (see the Volunteer Coordinator.) **Bring your own blanket / sleeping bag, towel, and pillow** in any colors but white. If you have your own single-size air bed, please bring it.
- Register with the volunteer desk Friday to be eligible to use Berzerker Lair crash space after logging a minimum of 6 straight-time hours in the prior 24-hour period, **Bring your own blanket / sleeping bag, towel, and pillow** in any colors but white. If you have your own single-size air bed, please bring it.
- To be invited to the "Dead Dog" party Monday evening, help with breakdown, cleanup and pack-up on Monday. NOTE: NO ONE EATS UNTIL THE TRUCK IS LOCKED UP FOR THE NIGHT. If you stay over Monday to unload the truck at the clubhouse Tuesday you can crash in Berserker Lair Monday night.

BONUS HOURS:

- Earn double (2X) hours (A maximum of 12 hours may be applied from doubled hours):
 - * Load and unload trucks Thursday afternoon thru 1 PM Friday; Monday 4 pm through Tuesday afternoon. **Only Thursday thru Tuesday truck crew is eligible for current year comp**, which must be pre-arranged with the Volunteer Coordinators.
 - * Thursday afternoon thru 2 pm Friday — Registration packet stuffing, Tech setup, general setup, art show setup
 - * Sunday 1 to 4 pm, Art Show tear down and cleanup; Monday evening, general tear down and cleanup.
 - * Overnight hours between 1 am and 7 am. Overnight hours in the Con Suite must be pre- approved by the Con Suite manager or Volunteer Coordinator and can only be credited to 2 volunteers per hour. Security crew must be approved by Con Ops.

Except as listed above, all hours falling between scheduled opening time (which may vary by department) on Friday and close of convention at 5 pm on Monday count as single (1X) hours.

Rules and Regulations

Follow all local laws, ordinances and hotel instructions without question — if you have a problem with a hotel instruction or actions by hotel staff, speak with your supervisor or the volunteer coordinator or Con Ops. Do not debate with hotel staff.

Do not go into hotel back areas without being escorted there by a member of Balticon Staff or hotel staff.

Act responsibly, and do not do anything that might damage the con's reputation (with the hotel or the public) in any way.

If you are not staff or committee, you do not have the authority to make decisions for the convention or to enter into any agreements in the convention's name.

Please set a positive example for other volunteers and members of the con.

Follow all Balticon staff instructions. In the event of conflicting or questionable instructions, see the volunteer coordinator or the con chair for clarification.

Crash space in the Berserker Lair is limited. Please attempt to make other arrangements before using this space for sleeping.

Please bear in mind that Balticon Staff and Committee are all volunteers, just like you. We are not paid or in any other way compensated for our time and many of us put in well over 200 hours over the course of the year, in addition to 60 or more hours at the convention. Please conduct yourself in such a way as to make it easy for us to manage you in your volunteer position so that we might be able to enjoy the convention:

- show up when and where you agreed to for your work assignments;
- be thorough when performing agreed upon tasks – take pride in your work!; and
- take a moment here and there to invite other Balticon attendees to sign up to volunteer for an hour or two (or more...)
- if you have a complaint, tell it to someone who has the power to do something about it—a committee member.