

BALTICON 48 Time Record for (please check one)

Volunteer Staff

I am a BSFS Member BSFS Life Member Program Participant Truck Crew Member

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
		Th F Sa Su M Tu		AM PM		AM PM				Opening Ceremonies Preferred Seating
		Th F Sa Su M Tu		AM PM		AM PM				
		Th F Sa Su M Tu		AM PM		AM PM				
		Th F Sa Su M Tu		AM PM		AM PM				
		Th F Sa Su M Tu		AM PM		AM PM				Masquerade Preferred Seating
		Th F Sa Su M Tu		AM PM		AM PM				
		Th F Sa Su M Tu		AM PM		AM PM				
		Th F Sa Su M Tu		AM PM		AM PM				Friday Dinner
		Th F Sa Su M Tu		AM PM		AM PM				
		Th F Sa Su M Tu		AM PM		AM PM				Saturday Meals
		Th F Sa Su M Tu		AM PM		AM PM				
		Th F Sa Su M Tu		AM PM		AM PM				Sunday Meals
		Th F Sa Su M Tu		AM PM		AM PM				
		Th F Sa Su M Tu		AM PM		AM PM				Monday Lunch
		Th F Sa Su M Tu		AM PM		AM PM				
		Th F Sa Su M Tu		AM PM		AM PM				Berzerker T-Shir Size
		Th F Sa Su M Tu		AM PM		AM PM				
		Th F Sa Su M Tu		AM PM		AM PM				
		Th F Sa Su M Tu		AM PM		AM PM				

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), earn 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. You must sign the rules agreement sheet in the room.
- Register with the volunteer desk Friday to be eligible to use Berserker 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. Read the Berserker Lair Rules.
- 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.