

BALTICON 49 Time Record for (please check one) Volunteer Staff

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

Name: _____ Badge No.: _____

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 2014 and March 2015 about volunteering for Balticon 49 either by

Phone _____ **or** _____ **Email** _____

YOU MUST USE MILITARY TIME (24-HOUR CLOCK) FOR THE FORM TO CALCULATE CORRECTLY

| Area/Department | Dept. Head Initials | Day (Circle one) | Start Time (Ex: 11:08) | Circle one | End Time (Ex: 17:22) | Circle one | Actual Hours Worked | Volunteer Dept. Use Only | | |
|-----------------|---------------------|---------------------|---------------------------|------------|-------------------------|------------|---------------------|--------------------------|-------------|------------------------------|
| | | | | | | | | Factor | Hrs. Earned | Incentives Redeemable |
| | | Th F Sa Su M Tu | | AM PM | | AM PM | | X | | Opening Ceremonies |
| | | Th F Sa Su M Tu | | AM PM | | AM PM | | X | | Preferred Seating |
| | | Th F Sa Su M Tu | | AM PM | | AM PM | | X | | |
| | | Th F Sa Su M Tu | | AM PM | | AM PM | | X | | |
| | | Th F Sa Su M Tu | | AM PM | | AM PM | | X | | Masquerade Preferred Seating |
| | | Th F Sa Su M Tu | | AM PM | | AM PM | | X | | |
| | | Th F Sa Su M Tu | | AM PM | | AM PM | | X | | |
| | | Th F Sa Su M Tu | | AM PM | | AM PM | | X | | Friday Dinner |
| | | Th F Sa Su M Tu | | AM PM | | AM PM | | X | | |
| | | Th F Sa Su M Tu | | AM PM | | AM PM | | X | | Saturday Meals |
| | | Th F Sa Su M Tu | | AM PM | | AM PM | | X | | |
| | | Th F Sa Su M Tu | | AM PM | | AM PM | | X | | Sunday Meals |
| | | Th F Sa Su M Tu | | AM PM | | AM PM | | X | | |
| | | Th F Sa Su M Tu | | AM PM | | AM PM | | X | | Monday Lunch |
| | | Th F Sa Su M Tu | | AM PM | | AM PM | | X | | |
| | | Th F Sa Su M Tu | | AM PM | | AM PM | | X | | Berzerker T-Shirh Size |
| | | Th F Sa Su M Tu | | AM PM | | AM PM | | X | | |
| | | Th F Sa Su M Tu | | AM PM | | AM PM | | X | | |

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:

- Work pre-con hours on Wed., Thurs. and/or Friday (am), earn preferred seating at opening ceremonies. Come to the volunteer desk and put 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 49 Berserker T-Shirt.
- 12 Hours, earned by 1 hour prior to time of event — Sign up at the Volunteer Desk at least 1/2 hour before the event.
- 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.
- 12 hours (6 hours at double-time) Thursday on truck crew, set-up at the hotel and/or registration packet assembly — 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.
- **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.**
- 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):
 - * Contact Volunteer Coordinators to load/unload trucks Thursday 12 PM thru Friday 1 PM AND Monday 2 pm through Tuesday afternoon. **Only Thursday/Tuesday truck crew is eligible for current year comp.**
 - * 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 1 am to 7 am — Con Suite must be pre- approved by the Con Suite manager and 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, enter into agreements in the convention's name. If you observe an incident that involves conflict or harassment, ask a staff member for assistance. Write your observations down in as much detail as possible (including date, time, names and badge numbers of persons involved, and the name of the staff person you asked for assistance), sign your name and badge number, and deliver your statement to the Con Ops desk. Do this as quickly as possible to minimize loss of detail due to time elapsed since the incident.

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 now and then to invite other Balticon attendees 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.