

# Monitoring Tutorial

SUN CITY WEST CLAY  
CLUB

To adjust the speed of this video

- Mobile app: Tap the three dots at the top-right corner of the video, select '**Playback speed**', and then choose a speed.
- Computer: Click the gear icon, select '**Playback speed**', then choose a speed.

# Welcome to the Clay Club!



There's a lot of information – but it's much easier than it may look at first glance – we promise!



This video contains  
Opening, Afternoon,  
and Closing  
information.

Please view the  
entire presentation  
prior to attending  
your initial monitor  
training.



Write down any questions you may have  
as you watch this video and bring your  
questions to your monitor training session.

# Welcome to the Clay Club!

Monitoring duties are somewhat different depending on what shift you are on.



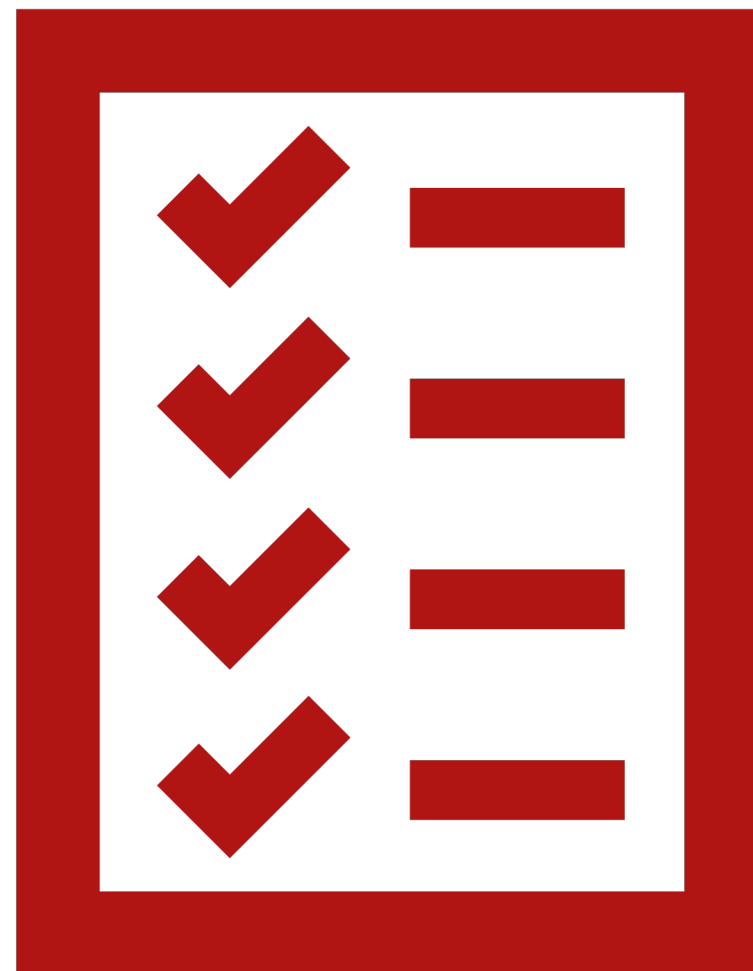
This tutorial covers an entire day start to finish.



What needs to get done will vary with the time you are monitoring.

# Welcome to the Clay Club!

- ▶ There will be a paper checklist at the club, it will guide you through each step of monitoring and help keep you on track.
  - ▶ When you come in to monitor, simply start at the first step on the checklist for the session you are monitoring and use it as your guide for what needs to be done.



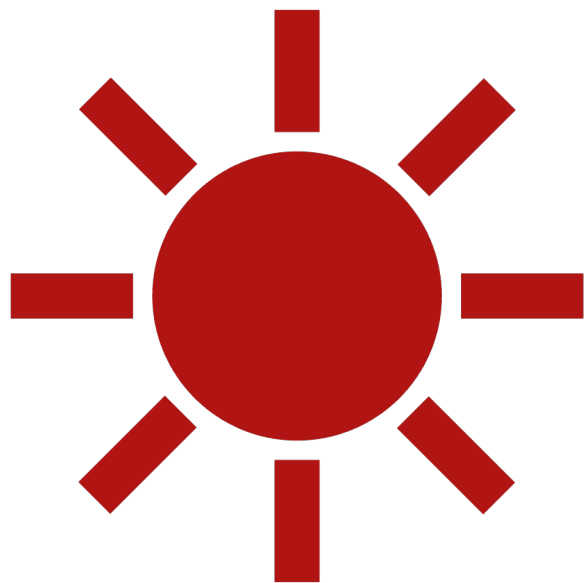
# Welcome to the Clay Club!

- ▶ You will not learn all the information at once.
- ▶ You become more comfortable monitoring with time and repeated opportunities to monitor.
- ▶ There's always someone in the club that can help – or will know how to get help - so if you get stuck – please ask someone!



# Welcome to the Clay Club!

- ▶ You can review this video on YouTube anytime you wish.
- ▶ There is a paper copy at the club in the monitor's station.
- ▶ There is also a link to this video on the white club computer on the window ledge.



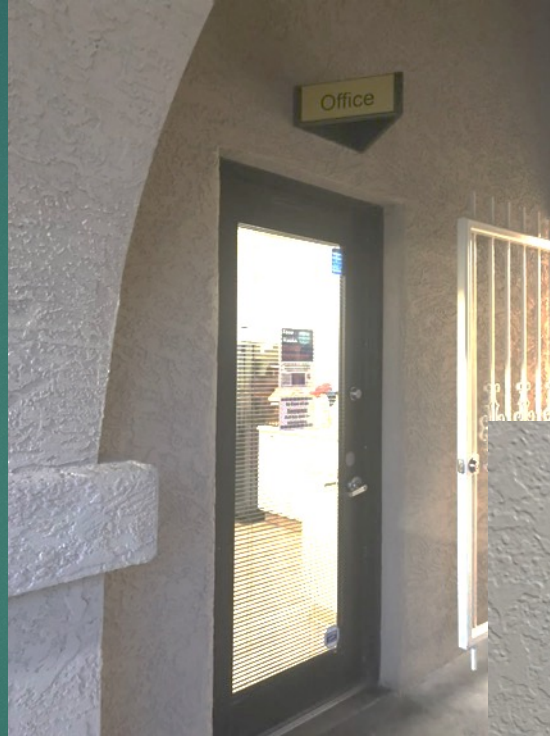
# Opening Monitor

SUN CITY WEST CLAY CLUB

# Get Key

Please remember: There must be two members present to open the club - this is a Rec Center rule.

- ▶ Check out key from the office.
  - ▶ There does not need to be anyone in the office to check the keys out.
  - ▶ Print your name and the time the key is being taken on the sheet on the counter.
- ▶ Continue the steps listed on the checklist to open the club.
- ▶ Return the key to office as soon as you have a free minute.
  - ▶ Enter the time you are returning the key on the sheet on the counter.





# Unlock Club Doors – Middle Door

Please remember: There must be two members present to open the club - this is a Rec Center rule.

- ▶ Use the key from the office to open the middle/club entrance door.

2/12/25



# Unlock Club Doors – Middle Door

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Please remember: There must be two members present to open the club - this is a Rec Center rule.

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- ▶ There is another Allen wrench, hanging on the wall next to the middle/main door. Use this to unlock the middle door from the inside.
  - ▶ Use the key from the RC office to unlock door.
  - ▶ Push the bar in - insert the end of the Allen wrench in the hole, turn the wrench, and remove the wrench from the hole.
  - ▶ Release the bar.
  - ▶ The bar will stay in when released if the door is unlocked.



# Unlock Club Doors – Main Door

Please remember: There must be two members present to open the club - this is a Rec Center rule.

- ▶ Take the small Allen wrench from the holder on the monitor's desk to open the door in the main studio.
  - ▶ Instructions are on top of the crash bar.



# Put on Monitoring Badge

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- ▶ They are hanging on the electrical box next to the monitor's station.
  - ▶ Please also wear your name tag.



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# Start Turning on Lights

## Main Studio



## Dick Lee Studio



## Middle Room



Upper left switch = fans in middle room only

**Conduct**  
Club are expected to respect other Club members, be in the use of facilities, and of harmony among their guests. Anyone who fails these expectations may action by the Club Board. are abusive, project appropriate image, are vulgar, antly create turmoil, nsion among Club members, the Recreation Centers eral may have their Club orarily suspended. Severe avior, as described above, may for suspension of ership rights and privileges.

Lower switches = lights in middle room

# Unlock Monitor Station Drawers

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## Keys



## Drawers

- ▶ Keys are at monitor's desk.
  - ▶ Keys for drawers
  - ▶ Back gate lock key
  - ▶ Spray booth key
- ▶ Unlock the drawers labeled
  - ▶ Glaze Stickers
  - ▶ Tools Oxides
  - ▶ Tools

# Turn on Lights by the Back Door

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- ▶ Turn on light in drying room room behind main studio.
- ▶ Unlock back door.



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# Open Back Door & Gate

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- ▶ The key ring is on the wall at the monitor's station the left hand side of the monitor desk.
- ▶ Key to back gate
- ▶ Key to drawers
- ▶ Key to spray booth



# Open Back Door & Gate



Metal posts will remain in asphalt unless the gate needs to be temporarily opened for a member.

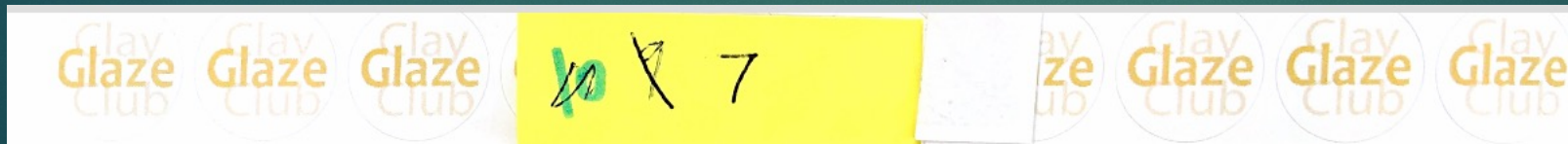
Return unlocked padlock to the hook by the electrical box.

Unlock back door.

Unlock & remove padlock on back gate.

# Count Stickers

- ▶ The bank bags for stickers and money are kept in the labeled drawer.
- ▶ Count the green and orange firing stickers found in the banker's bags.
  - ▶ Confirm that the number of each sticker type matches the numbers on the top of the Daily Cash Receipts form from the prior day at the beginning of the morning shift.
- ▶ Each bundle is banded into groups of ten stickers.
  - ▶ As stickers are removed cross out the old total and add the new total.
  - ▶ Only take stickers from one/the same bundle at a time.

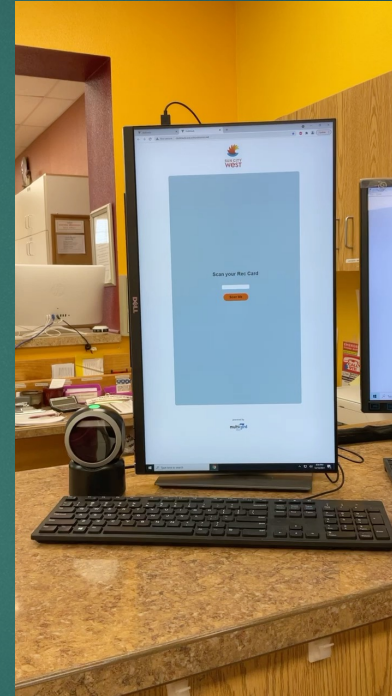


# Check Rec Center Computer

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- ▶ Make sure the white rectangle is outlined in red.
  - ▶ Members need to scan their card in front of the barcode scanner
  - ▶ The monitor will then touch the word 'Clay' on the screen.
- ▶ This computer is ALWAYS left on.

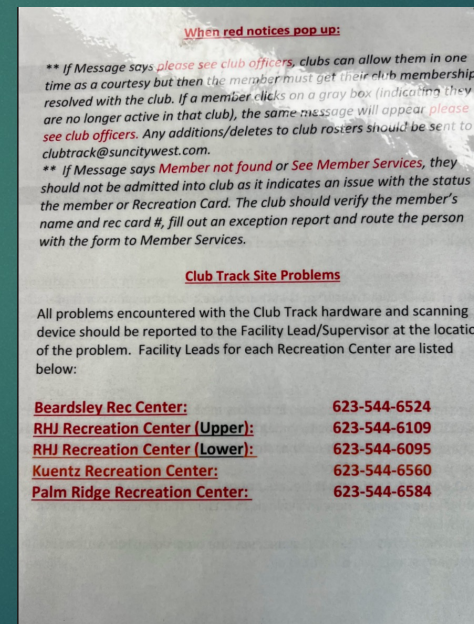
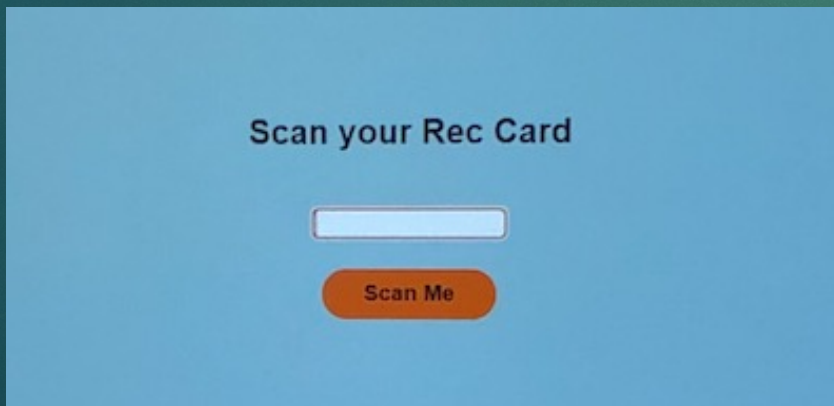


# Rec Center Computer

## Rec Center Computer

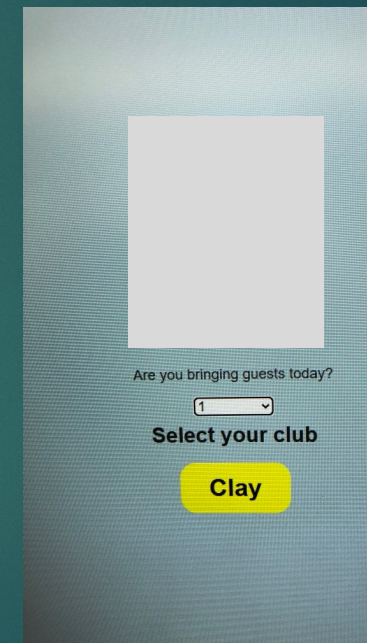
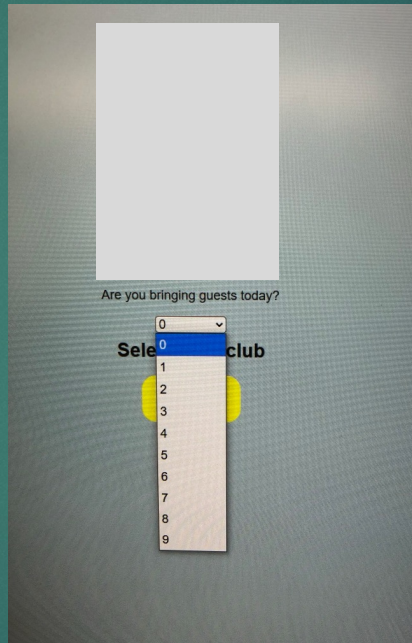
- ▶ If there is not a red outline, touch the white rectangle on the screen and the outline should appear.
- ▶ If touching the white rectangle doesn't work, try closing the web page and reopening it.

- ▶ If it still doesn't work, please see the information on the laminate page tethered to the cord of the Rec Center computer.



# Member Guests

- ▶ If a member brings a guest
  - ▶ The member scans their Rec Card as usual.
  - ▶ Then clicks on the drop down box and selects the number of guests.
  - ▶ Touch 'Clay' and the member and their guest have been registered.
  - ▶ Ask the guest to sign in the guest book found on the Monitor Desk.

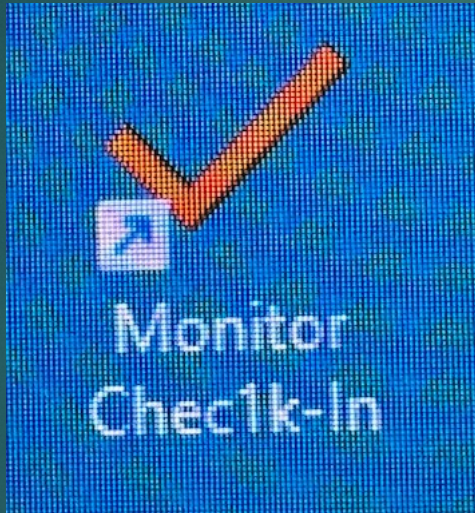


# Monitoring Check In

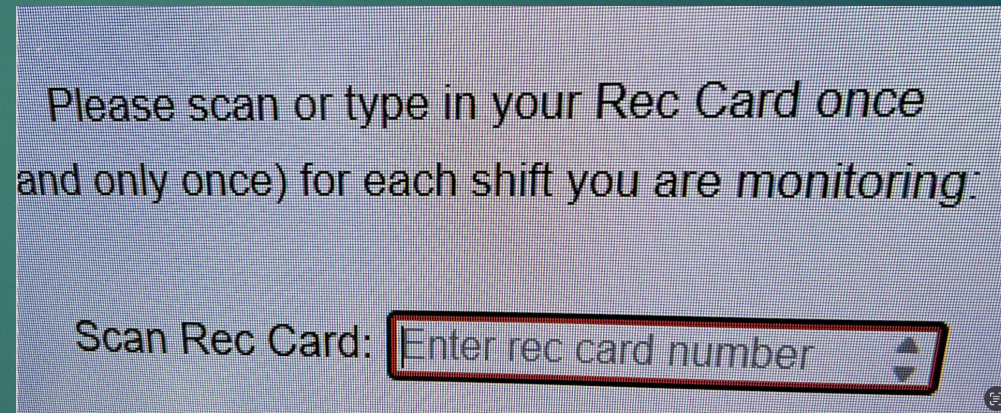
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- ▶ Double click on Monitor Check-In App if it is not already opened on the main computer desk top.



- ▶ Type in your Rec Card#. There is no longer a scanner.
- ▶ Hit Enter



# Credit for Monitoring

- ▶ To receive credit for monitoring
  - ▶ Enter your Rec Card # on the main club computer for credit hours.
  - ▶ You need be **signed up** to monitor on the the club website on the correct day and time. (<https://scwclayclub.com/>).
  - ▶ You have **signed out** on the bottom of the Monitor's Check list at the end of your shift.
  - ▶ Please help us to give you the correct monitoring credit.
  - ▶ Correcting errors is confusing and time consuming.
  - ▶ Your assistance in keeping the club's records accurate is appreciated – thank you!

# Credit for Monitoring

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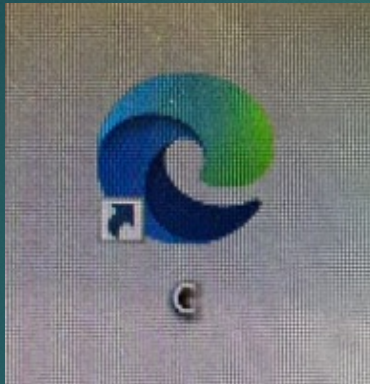
2/12/25

- ▶ You can track your monitoring/service hours on <https://scwclayclub.com/>
  - ▶ On the upper right-hand corner click on 'Membership'
    - ▶ From the drop down menu select 'My Visits and Service'.
    - ▶ Enter your membership information.
    - ▶ Click on 'LogIn'.
  - ▶ Just a reminder 16 hours of monitoring and/or service hours are required to remain a member in good standing of the SCW Clay Club.

# White Computer in Window/Alcove

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- ▶ There is an icon on the home screen of the white computer.
- ▶ Double clicking it will open the club's website.
- ▶ You can sign up for monitoring by clicking on 'Sign Ups'.
  - ▶ From the dropdown menu chose 'Monitoring'
- ▶ This computer is ALWAYS left on.

# Committee Service Hours Only

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2/12/25

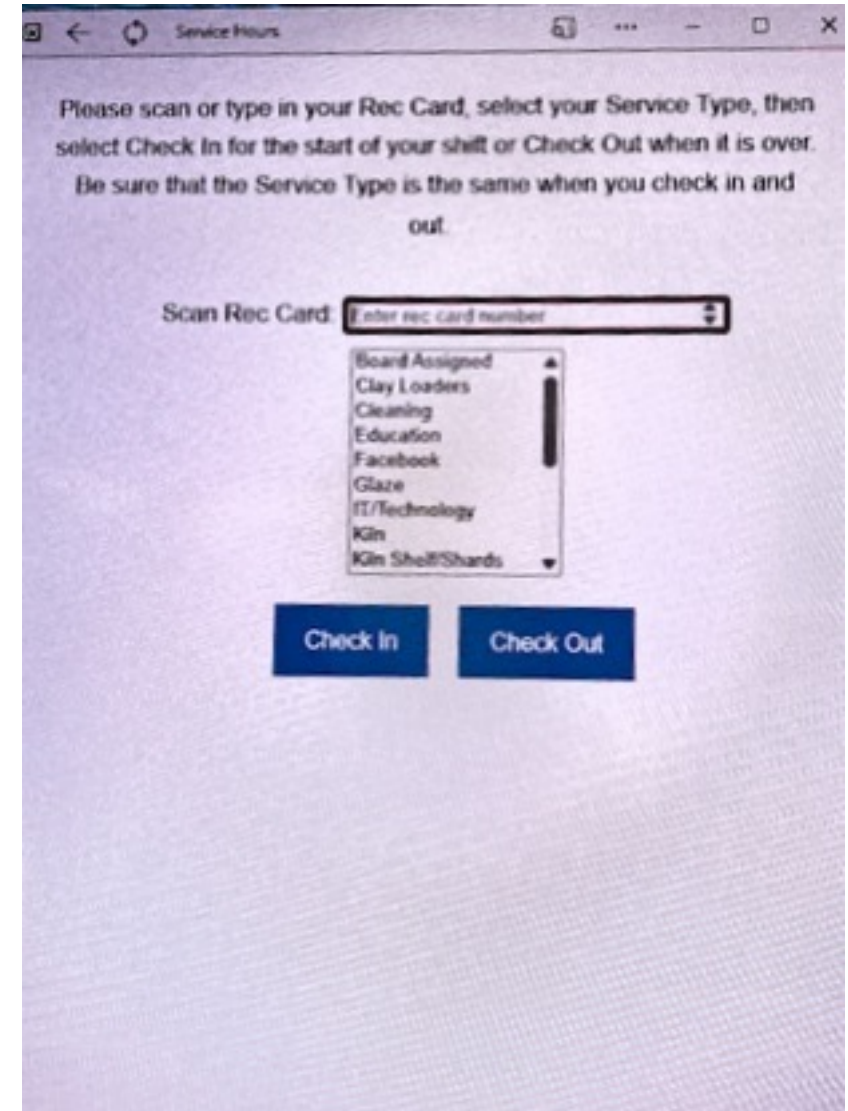
- ▶ The following information applies ONLY to committee members checking in for service hour credit on the main computer.

# Service Hours Committee Check In

- ▶ If the app is not already open
  - ▶ Double click on 'Service Hours' app.
- ▶ In the open app:
  - ▶ Enter your Rec Card #
  - ▶ Click on your committee from the list to select it.
  - ▶ Click on 'Check In'.
  - ▶ To earn credit for your service hours: follow the same procedure except click on 'Check Out'.



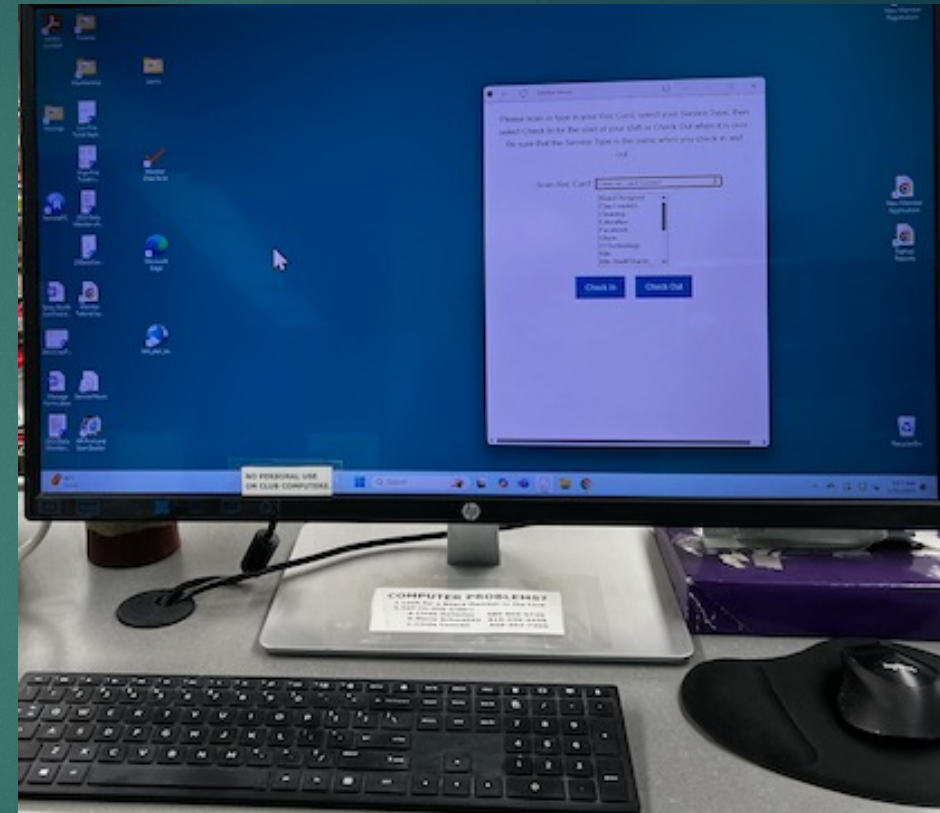
Closed app icon.



# Main Computer: Service Hours

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- ▶ Used to sign in for Committee Service Hours.
- ▶ Checking in and checking out is the only way to earn committee credit.
- ▶ This screen/ computer is ALWAYS left on.



This is a sample screen of main computer. The appearance of the desktop may change over time.

# Computer Problems

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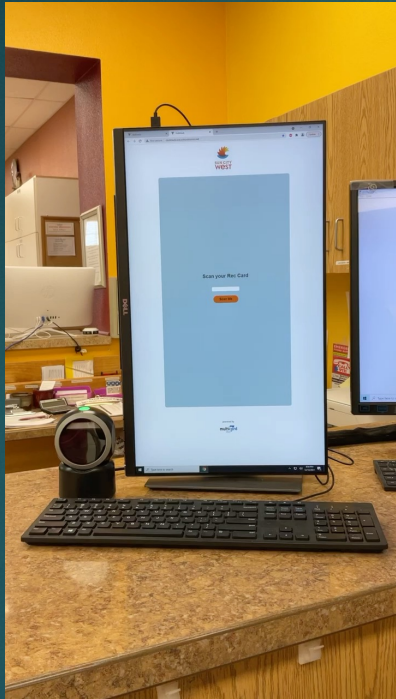
2/12/25

- ▶ If there is a problem with the club computers (main or white computer in window/alcove.) that you cannot resolve call:
  - ▶ IT Contact and Club President
  - ▶ Look for contact information on the metal bulletin board on the wall in the monitor's station.
  - ▶ See instructions on next slide.

# Computer Problems

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2/12/25



## Computer Downtime Procedure Manual

- ▶ If Computers go Down and Screens go blank you are to notify The Clay Clubs IT contact, Clay Club President and Second VP. These phone numbers are on metal bulletin board behind the main monitor desk on the wall.
- ▶ All members are to sign in with name and rec center number for the following tasks in club:
  - ▶ Working on Clay (Club Visit Credit)
  - ▶ Committee Work (Service hours Credit)
  - ▶ Monitoring (Credit for Monitoring)
  - ▶ When the computer is back online the Monitor on Duty Will be able to enter the Rec Center number to give Credit for club visit.
  - ▶ The service hour credits and monitoring credit will have To be entered and updated by Second VP.

# Observe Members Checking In

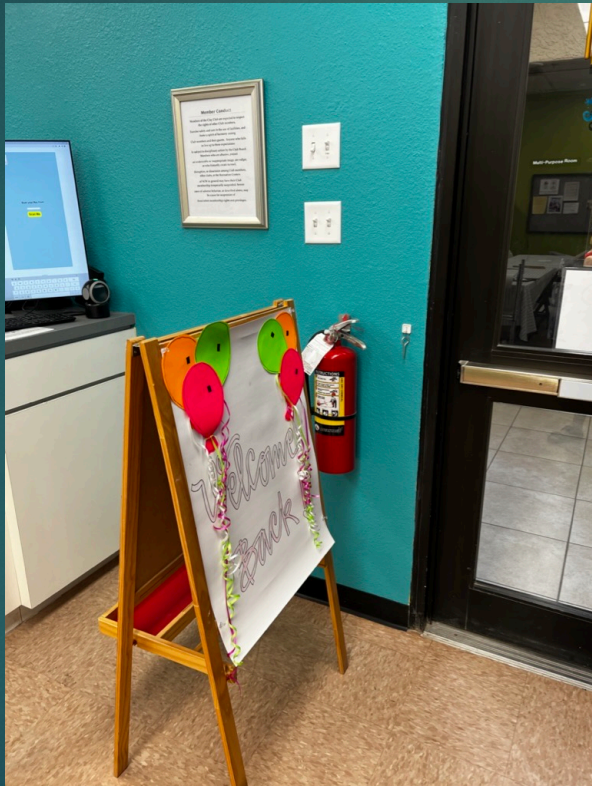
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- ▶ Periodically check to be sure that both the Rec Center and Clay Club computers are working and by observing to see that the members names are showing up on the screen as they scan their cards.
  - ▶ If members are unable to check in reference Down Time Folder.

# Place Sign Outside Door

Sign Inside Door



Sign Outside Door



# Daily Cash Receipts Form

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- ▶ Check to be sure that the clipboard with the Daily Cash Receipts form is on the counter for members to fill out as they make purchases.
  - ▶ Please be sure that you have put your name on the top of the page and also follow instructions and sign on the back of the form.
  - ▶ Put the envelope for the Daily Report form into the drawer with the money & firing sticker bags for use at the end of the day.
  - ▶ The clay, sticker, etc. prices are in the Lucite frame standing on the counter.
  - ▶ If the Daily Cash Receipts form was not put out for you, it will be in the drawer with the money bag and stickers – left drawer.



# Glaze Stickers Drawer

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2/12/25



- ▶ Count the Green and Orange stickers and make sure that the totals match the closing shifts numbers from the previous monitor on the top of the Daily Cash Receipts form.

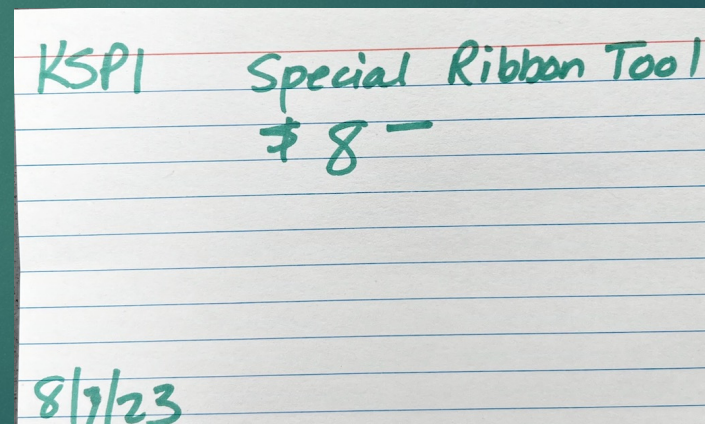
# Tools & Oxide Drawer

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2/12/25



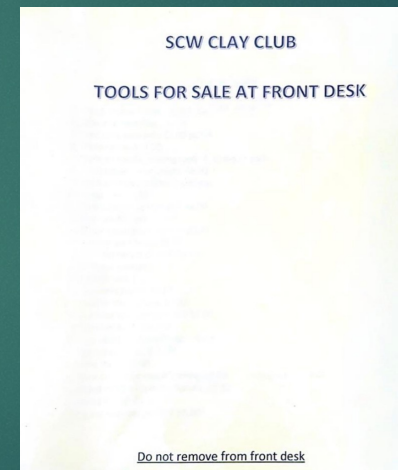
- ▶ The monitor should pull a card for each tool sold and put in the card into the money bag.
- ▶ This card goes in the Treasurer's envelope at the end of the day.



Sample of a tool card to pull after sales.

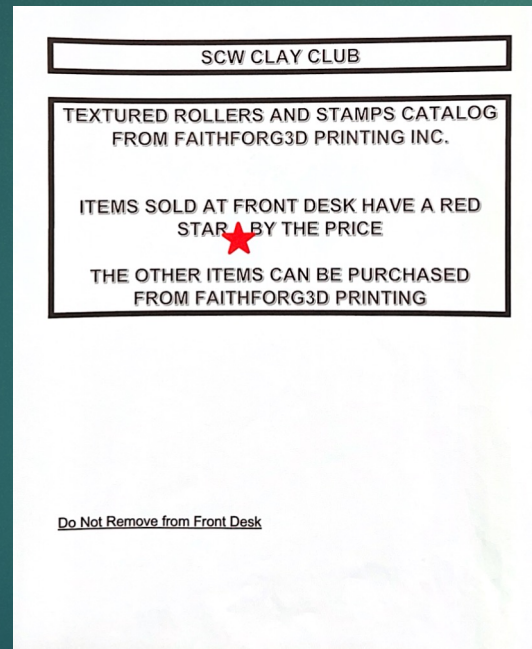
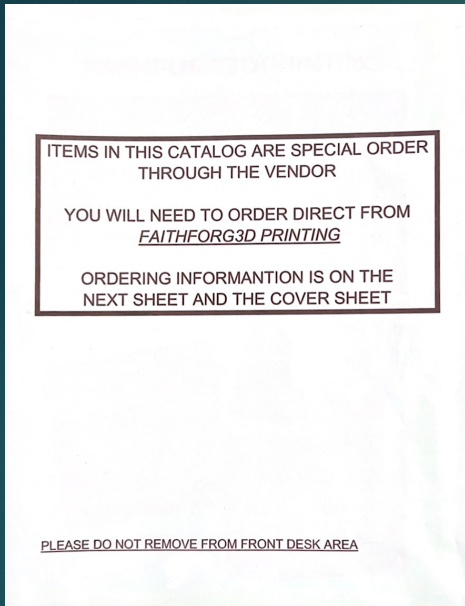
# Tools & Texture Rollers

- ▶ There are tools and texture rollers in the drawers.
- ▶ This catalogue has a yellow cover.



# Tools & Texture Rollers

- ▶ There are also catalogues to the right of the main computer for special order stamps and rollers.



# Bank Bags

- ▶ There are three bank bags in the Glaze Stickers drawer.
- ▶ Keep the money and the sticker bags in the drawer – removing only when stickers are being purchased.



# Messages

- ▶ If someone leaves a phone message for a Board/Committee member
  - ▶ Write it down on a club Communication Form.
    - ▶ Forms should be clipped to the wire rack on the wall to the right of the window/alcove,
  - ▶ Place the completed form in the appropriate folder in the rack the wall.
    - ▶ If that person does not have a folder, please put the note in front of all the folders so it's easy to be seen and can be passed along.

**Sun City West Clay Club Communication Form**  
*Please print clearly – thank you!*

This message is for:

<input type="checkbox"/> President: Lynn Kellas	<input type="checkbox"/> Treasurer: Deb Harwell
<input type="checkbox"/> 1 <sup>st</sup> VP: Debbie Wenz	<input type="checkbox"/> Education: Arlie Brice or Michele Judge
<input type="checkbox"/> 2 <sup>nd</sup> VP: Lori Bunn	<input type="checkbox"/> Membership/Lockers: Donna Hengstler
<input type="checkbox"/> Secretary: Norma Linse	<input type="checkbox"/> Other: As noted on the line below

Other: \_\_\_\_\_  
Date: \_\_\_\_\_  
My email: \_\_\_\_\_  
My phone #: \_\_\_\_\_ Rec Card #: \_\_\_\_\_  
My message: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8.16.22



# Answering Machine

- ▶ If there is a red light on top of the phone there is a message.
- ▶ Follow the instructions and prompts to retrieve messages.
- ▶ If you are able, respond to the message.
- ▶ Or write down the message on a club Communication form
  - ▶ Put in Board Member's folder on the wall.
  - ▶ If not for a Board Member, put in the front of the folders where it can be easily seen.

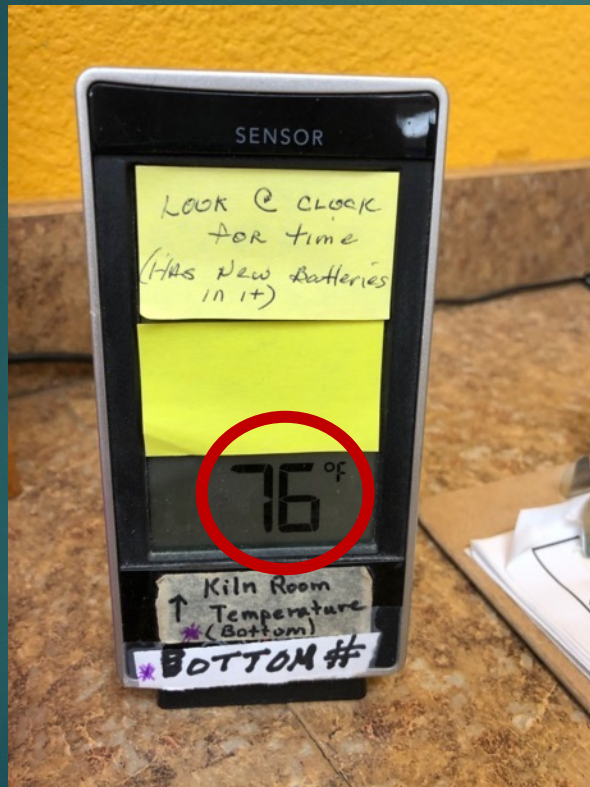


Dial 6199.  
At the prompts push 1 and then 4.



# Monitor Kiln Room Hourly

Thermometer on desk



Checking Fan



# Confirm Monitors & Trainees

- ▶ After 9:00 a.m.
  - ▶ Check the white/monitor sign up computer for the names of monitors for the next day: on the desktop – click on the ‘Signup to Monitor’ icon. Scroll to the date needed and click for names. Member phone numbers can be looked up in the “Membership – Phone #’s/Locker #’s’ found in the 3 Ring Binders drawer.
  - ▶ \* If a member says they are unable to keep their commitment, please remind them it is their responsibility to find a replacement if less than seven days notice is given. They may use the ‘Monitor Subs’ list found on the Clay Club home page by clicking on Sign Up’s’ and then ‘Monitor Subs’.
  - ▶ If there is no monitor for the next day, the current monitor needs to follow the guidelines from the club policy in the front left-hand pocket of the ‘Membership – Phone #’s/Locker #’s’ notebook.

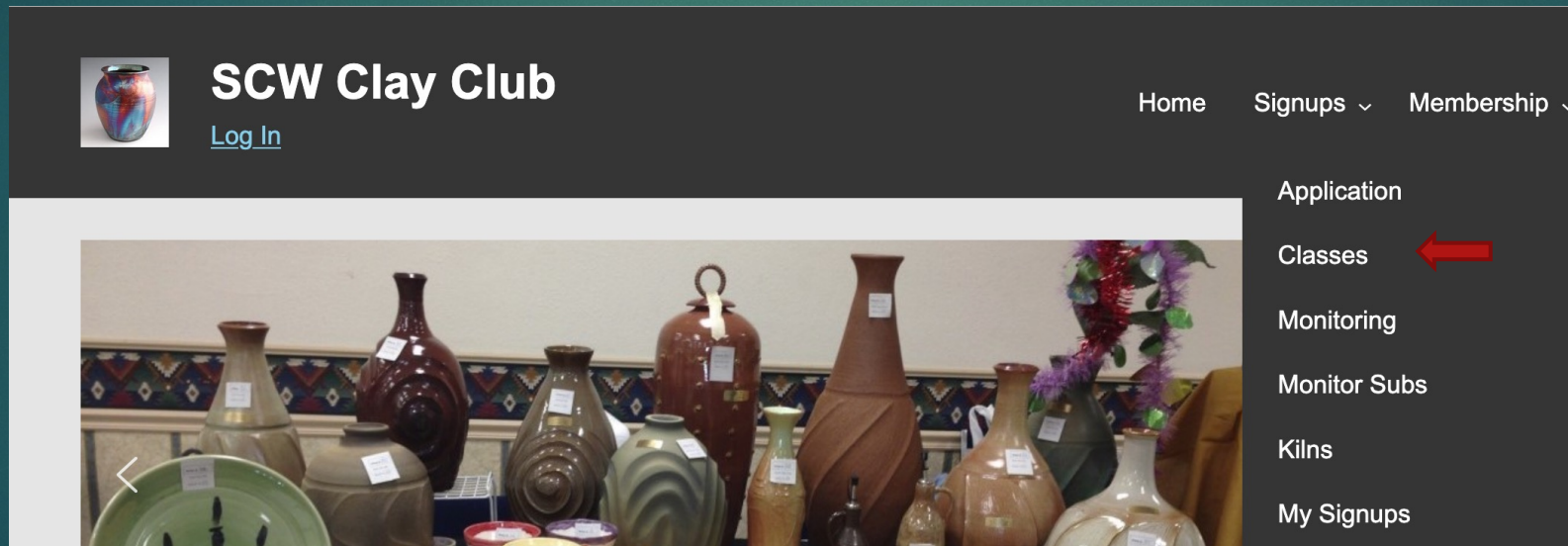


# Signing Up for Classes

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2/12/25

- ▶ Go to <https://scwclayclub.com/>
- ▶ Click on 'Signups'.
  - ▶ Click on 'Classes'.



The screenshot shows the SCW Clay Club website interface. At the top left, there is a logo for a colorful vase and the text "SCW Clay Club" with a "Log In" link below it. To the right of the logo are navigation links for "Home", "Signups", and "Membership". The "Signups" link is expanded, showing a dropdown menu with the following options: "Application", "Classes", "Monitoring", "Monitor Subs", "Kilns", and "My Signups". A red arrow points to the "Classes" option in the dropdown menu. Below the navigation bar is a large image of various pottery items, including vases and bowls, displayed on a table.

# Signing Up for Classes

- ▶ Scroll down to the class list.

## Classes

Welcome! These are the classes we are currently offering. Please be aware that the Club is no longer offering refunds. If you need to cancel, please open the class and see if there is a 'Waiting List' button at the top of the class page. If there are members waiting, one might be able to take your place and pay you for your spot.



**06** – **22**  
JAN JAN

### Beg Wheel: Jan 2025

🕒 Multi-Day Event. Start Date: Jan 6, 2025 @ 12:30 pm

📍 \$79.00



**22** – **23**  
JAN JAN

### Raku: Jan 2025

🕒 Multi-Day Event. Start Date: Jan 22, 2025 @ 8:30 am

📍 \$17.00



**03** – **17**  
FEB FEB

### Tabletop Totem

🕒 Multi-Day Event. Start Date: Feb 3, 2025 @ 8:30 am

📍 \$48.00

# Need to Cancel a Class

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2/12/25

- ▶ Please be aware that the Club is no longer offering refunds.
- ▶ If you need to cancel, please open the class and see if there is a 'Waiting List' button at the top of the class page.
- ▶ Click on 'Waiting List'.
- ▶ Sign in on the 'Login' page.
- ▶ If there are members waiting, one might be able to take your place and pay you for your spot.

# Transition to Next Monitor

- ▶ Total Daily Cash Receipts form
  - ▶ Total the Daily Daily Cash Receipts for your shift.
  - ▶ This is done at the end of each shift.
  - ▶ The last monitor of the day completes the totals for their shift and the entire day.
    - ▶ The last monitor of the day is responsible for transferring the sticker totals to the top of the next day's Daily Case Receipts sheet.
- ▶ If there is a replacement monitor at the end of your shift
  - ▶ Justify the sticker count with your replacement.
  - ▶ Justify the money taken in during your shift with your replacement.



# Transition to Next Monitor

- ▶ Daily Cash Receipts form checklist
  - ▶ Only enter \$ amounts – not quality.
  - ✓ The check number for each check has been recorded.
  - ✓ The left to right & top to bottom totals for my shift matches the number at the end of the ‘Totals’ column.

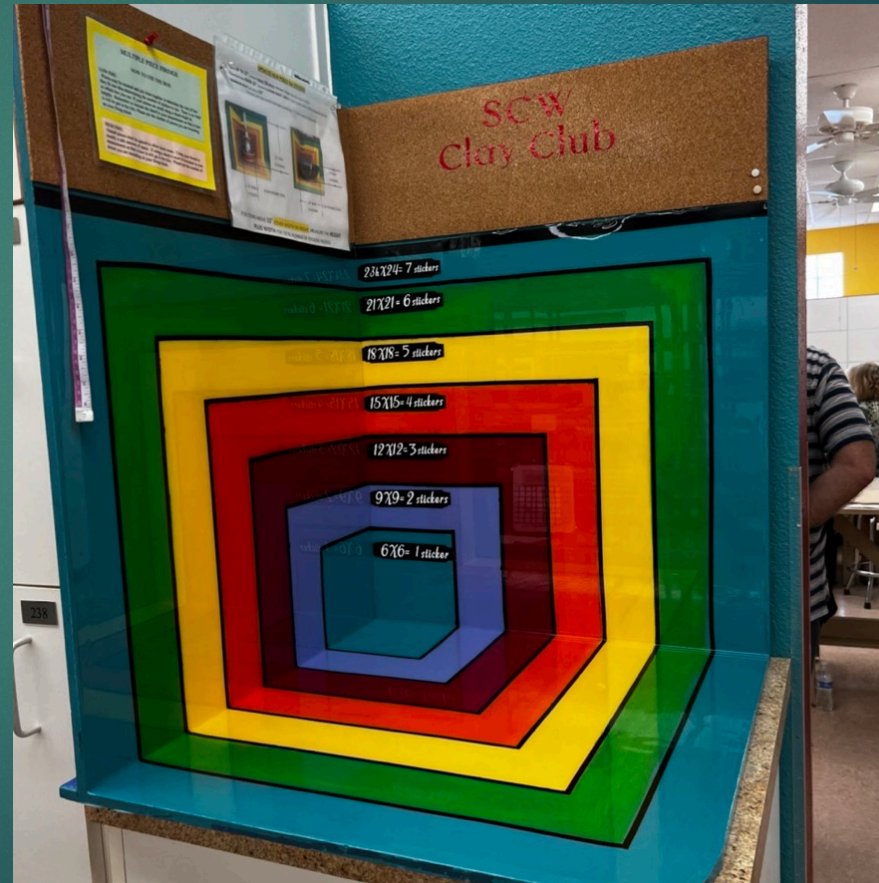
4:00 Monitor Name:		Stickers: Orange: Starting: _____ Ending: _____		Green: Starting: _____ Ending: _____							
Purchaser <i>(please print clearly)</i>	Clay Price Paid	Clay Type	Orange Glaze \$7	Green Fire \$7	Wax	Special Glaze	Oxide	Tools Pull Card	Special Orders	Cash Check # or GC #	Total Paid
										Check #'s	
Carry down totals for the day!											
<b>4:00-8:00 Shift Totals</b>											Totals

North-south total

East-west total

# Measuring Area

- ▶ Please wipe down the measuring area for firing at least once during your shift and more frequently if needed – it gets dusty!
- ▶ Also, different clay bodies can adhere to others work being measured.



# Clean Shelves

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2/12/25

- ▶ Clean the shelves on the racks with greenware, bisque, and glazed items when empty – typically M – W – F.
  - ▶ Use sponge with water only.
  - ▶ Please do not touch or move other members items.



# Date Slips

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2/12/25

- ▶ Morning/Afternoon shift
  - ▶ If the kiln was unloaded today, put the colored date slips on the pieces that came out of low and high fire.
  - ▶ Date slips are found in the Office Supplies drawer.
  - ▶ There is a date stamp to use.
  - ▶ Try to put the slips on or in each piece.



# Last Call

- ▶ Thirty minutes prior to the club closing, ask remaining members if they wish to make any additional purchases.
- ▶ Once sales are complete, total the Daily Cash Receipts form.
- ▶ Then you can move onto the steps for closing the club.

# Closing

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2/12/25

- ▶ Check that all wheels in the main and Dick Lee Studio have been turned off.
  - ▶ They are different brands, styles but the OFF/ON switches are all on the sides.
- ▶ Check that all the hairdryers are unplugged.
  - ▶ Wheel area
  - ▶ Handbuilding area



# Closing

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2/12/25

- ▶ Empty the slop buckets by the wheels.
  - ▶ There are two slop buckets on either side of the sinks adjacent to the wheels in the main studio.
  - ▶ Remove the used plastic bags with slop.
  - ▶ Put in garbage.
  - ▶ Place clean bags in buckets.
    - ▶ Please check bags so there are no holes.
- ▶ Check for slop buckets in the Dick Lee Studio.



# Closing

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2/12/25

- ▶ Empty the water buckets on the wedging tables in the main studio.
  - ▶ Wipe down table, if necessary.
  - ▶ Replace with clean water.
  - ▶ Leave the sponges out to dry overnight.







# Closing

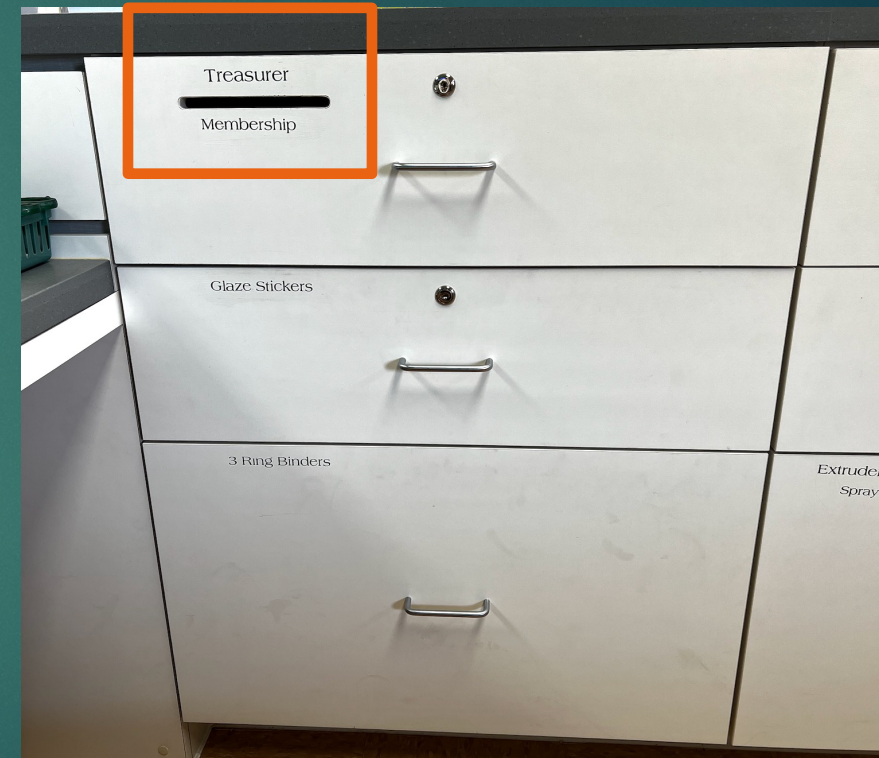
- ▶ Daily Cash Receipts form checklist
  - ✓ The check number for each check has been recorded.
  - ✓ The left-right & top-bottom totals for my shift matches the number at the end of the 'Totals' column.
  - ✓ The left-right & top-bottom totals for each shift match the number in the bottom right- hand column.

# Closing

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- ▶ Fold the Daily Cash Receipts form to fit inside the envelope.
- ▶ Complete form according to the instructions on the monitor's checklist and the **front & back of the form.**
  - ▶ Place cash and checks inside of the folded Daily Cash Receipts form.
  - ▶ Place tool inventory/card index cards.
  - ▶ Seal the envelope.
  - ▶ Place the sealed envelope in the slot of the Treasurer/Membership drawer.

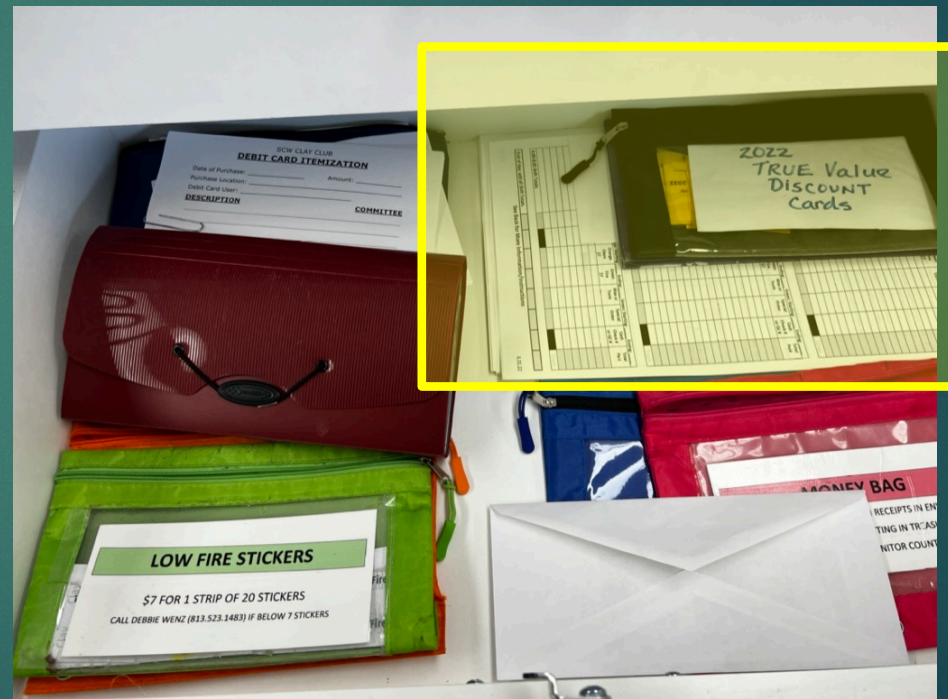


# Closing

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- ▶ Get the Daily Cash Receipts form & envelope from the 'Glaze Stickers' drawer and put out on the clipboard for the next day's monitor.
  - ▶ Please confirm that you have the envelope with the correct date.
  - ▶ Please write the day's ending sticker totals on the next day's sheet.



# Closing

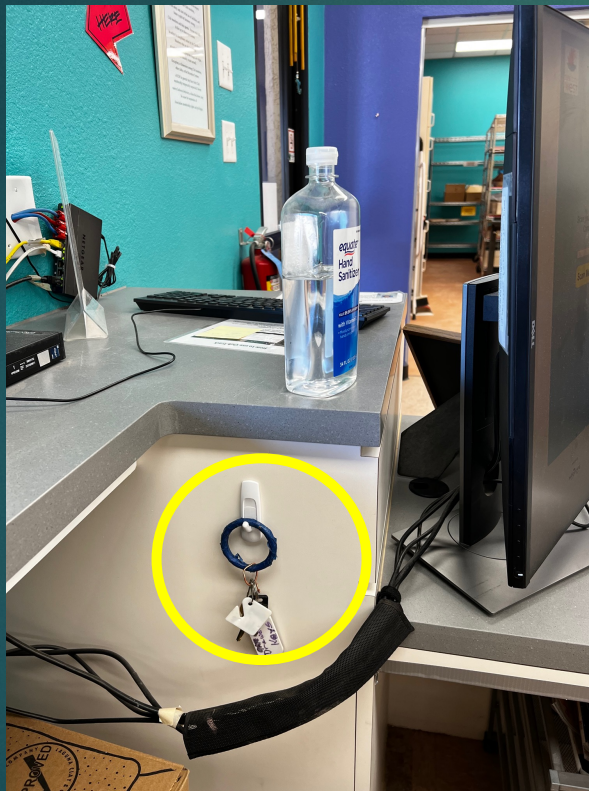
- ▶ NEVER shut down any of the computers.

# Lock Monitor Station Drawers

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## Keys

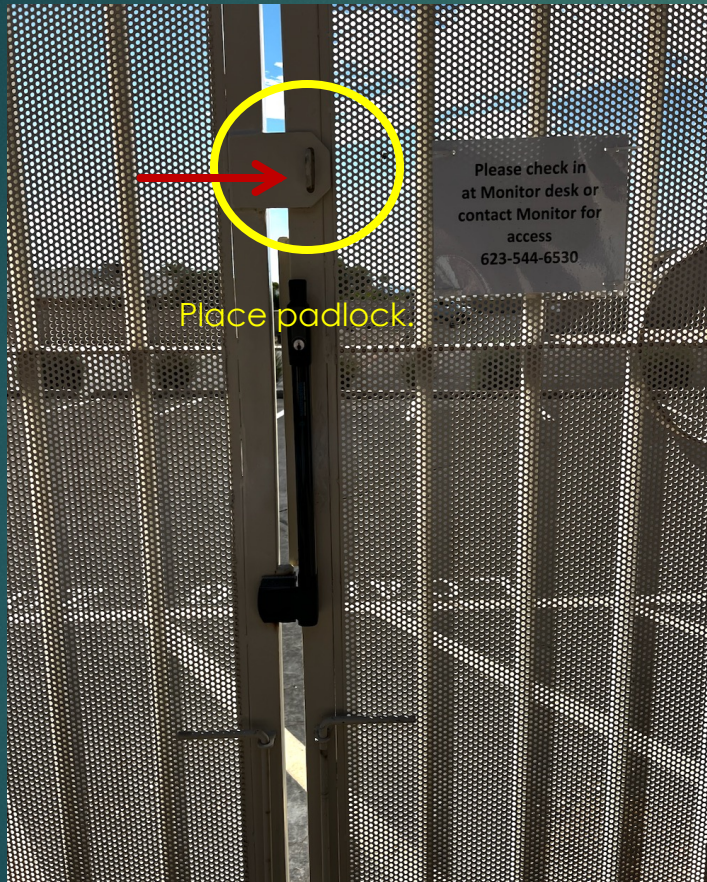


## Drawers

- ▶ Keys are at the monitor station.
- ▶ Lock the following drawers
  - ▶ Glaze Stickers
  - ▶ Tools Oxide
  - ▶ Tools

# Lock Back Gate & Door

Please check to be sure no members remain on patio before locking door.



# Turn Off Light by the Back Door

67

- ▶ Turn off light in back room in main studio.



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# Lights and Fans

Main Studio



Dick Lee Studio



These lights remain on when the wall switches have in the main studio been turned off.

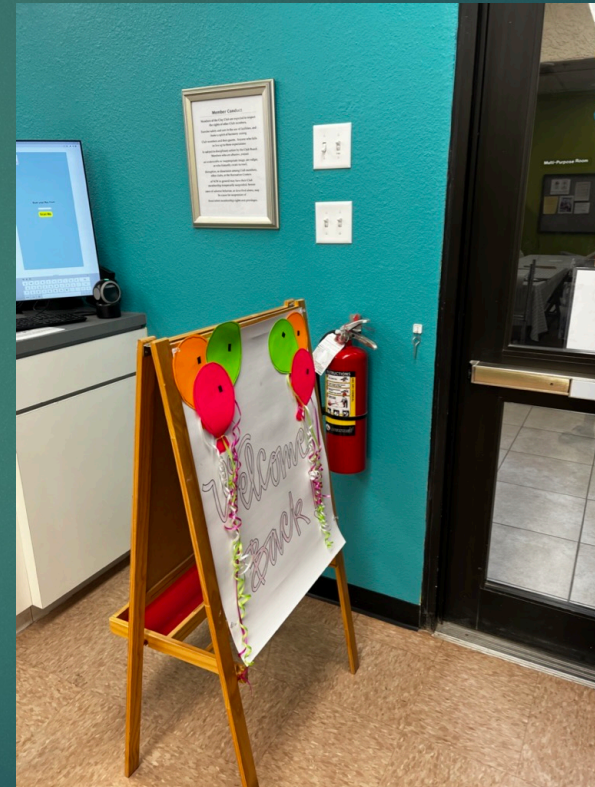


# Bring Sign Inside

Outdoor sign.



Place next to door inside.



# Lock Club Outside Doors

Please remember: There must be two members present to **when closing** the club - this is a Rec Center rule.

- ▶ Get the small Allen wrench from the desk to lock the doors. Instructions on top of the crash bar on the door.



# Lock Club Outside Doors

Please remember: There must be two members present when closing the club - this is a Rec Center rule.

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- ▶ Lock the middle door with the Allen wrench hanging to the left of the door frame.
  - ▶ Push the bar in.
  - ▶ Insert the end of the Allen wrench in the hole, turn the wrench, and remove the wrench from the hole.
  - ▶ Release the bar.
  - ▶ The bar will come out when released if the door is locked.
  - ▶ Get the key from the Re Center office to lock the outside of the door as you leave.
  - ▶ Both the Allen wrench & key are needed to lock this door.



# Remove Monitoring Badge

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- ▶ Hang back on the electrical box next to the monitor's station.



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# Sign Out

- ▶ Review the checklist for completeness on your shift.
- ▶ Complete the transition with the monitor for the next shift.
- ▶ Sign your name and the date on the bottom of the checklist for the day verifying that you have checked each item and it has been completed.

# Sign Out

- ▶ Review the checklist for completeness on your shift.
- ▶ Sign your name and the date on the bottom of the checklist for the day.
- ▶ After the last shift of the day, place the completed and signed checklist for the day in the 2<sup>nd</sup> Vice President's folder in the black mesh wall file holder.
- ▶ Please remember: There must be two members present to close the club - this is a Rec Center rule

# Thank You!

- ▶ Thank you for monitoring and supporting our club!
- ▶ Your contribution is appreciated!

# Questions

- ▶ Ask experienced members at the club routine questions.
  - ▶ If you ask someone ‘Who in the club now might be able to help me with...’ you should be able to get help with most things.
- ▶ If in doubt, or for more involved questions, please call the 2nd Vice President (phone numbers on the metal bulletin board on wall).



# What if... Membership Application

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- ▶ Someone comes in and wants to join the Clay Club?
  - ▶ Sign up for new member applications wanting to join the club are now on the club computers under Reports-Applications or our website [scwclayclub.com](http://scwclayclub.com)
  - ▶ There is a “New Member Application” form on both of the club computers. Click on icon to open.



**Sun City West**  
**CLAY CLUB**

*Come, create beautiful pottery!*

Learn to hand-build, throw, coil, carve, and sculpt clay

We have **EVERYTHING** you need to "Make Mud into Masterpieces"

Apply for membership at [scwclayclub.com/application](http://scwclayclub.com/application)

**CLUB HOURS**

**Monday/Friday/Saturday**  
8:00 a.m. - 4 p.m.

**Tuesday/Wednesday/Thursday**  
8 a.m. - 8 p.m.

**Beardsley Recreation Center**  
12755 Beardsley Road  
**623-544-6530**

# What if... How Long

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- ▶ Someone says they filled out an application to join the SCW Clay Club and they want to know when they will get called to take a beginning handbuilding class?
  - ▶ It depends upon the number of applications of others that signed up before you.
  - ▶ We go in order of how new membership cards come in by date.
  - ▶ Summer is the best time to get into a class!

# What if... Monitor Cancels?

79

- ▶ A monitor cancels for the afternoon or the next day?
  - ▶ If there is no monitor for the next day, the current monitor needs to follow the guidelines from the club policy in the front left-hand pocket of the 'Membership – Phone #'s/Locker #'s' notebook found in the 3 Ring Binder drawer.

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# What if... A Card Doesn't Work?

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- ▶ If a Rec Card doesn't scan in the Rec Center computer
  - ▶ They cannot enter the club.
  - ▶ If they are a very new member, please contact the 2nd VP.
  - ▶ If they are not a new member, the member will need to contact the Rec Center.

# What if... Closing Early

- ▶ What if no one is using the club?
  - ▶ If there is only one person using the club – ask how long they plan to work.
  - ▶ If they want to stay until the club closing time, close the club at the normal time.
  - ▶ If they plan to leave before the the club closes – and no one else comes in...
    - ▶ Before the last member leaves, start the closing procedures so you can be done and leave the club together.
    - ▶ It is a Rec Center rule that one person cannot remain in the club alone. A minimum of two members need to be always in the club.
  - ▶ If there are two monitor's assigned to a shift - both monitor's must stay for the entire shift.

# What if... I Get Bored

- ▶ Be aware of who is entering the club and greeting each member as they enter.
- ▶ Observe that everyone is checking in on the Rec Center computer.
- ▶ Clay studios are always in need of cleaning!
  - ▶ If you leave the desk, please be sure to listen for the phone and keep an eye on the desk for members that need help.

# What if... Leaving the Club

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- ▶ If you need to leave the club to use the restroom, please advise another member and ask them to cover you while you're gone.

# What if... Membership Information

- ▶ If a member needs to change any of their membership information, they may do it online by going to the Clay Club website. Selecting 'Member Info', 'Member Profile', and filling out their Login information.
- ▶ On the 'Member Profile' make any changes needed to the member information and click on the 'Save Profile" button at the bottom of the page.
- ▶ Go to the upper right hand and click on 'Log Out; when you are completed.

# What if... Stickers or Forms Are Running Low?

- ▶ Call the 1st Vice President for firing stickers.
- ▶ Call 2<sup>nd</sup> Vice President for any monitoring associated printed forms.
  - ▶ Board members phone numbers are on the bulletin board on the wall.

# Spray Booth

- ▶ The monitor will check the schedule to verify that the member has reserved the Spray Booth.
- ▶ The monitor verifies that the member is on the list of members that are approved to use the Spray Booth.
  - ▶ If their names are not on the list the member needs to contact the 2nd VP
- ▶ The Spray Booth is now locked and the keys need to be checked out.
- ▶ The key is on the main key ring at the monitor's station.
- ▶ The monitor will verify that the member is on the list of members that are approved to use the Spray Booth.
  - ▶ If their names are not on the list they need to contact the 2nd VP.
- ▶ The monitor verifies that the spray booth, guns and accessories have been properly cleaned.

# Extruder Dies

- ▶ Those members using either extruder must reserve their time when there are no classes scheduled.
  - ▶ To make a reservation go to the club home page under Membership > Reservations.
- ▶ The monitor will check the schedule to verify that the member has reserved the extruder.
  - ▶ If their names are not on the list the member needs to contact the 2nd VP.
- ▶ The monitor verifies that the member is on the list of members that are approved to use the Spray Booth.
- ▶ Contact the Head of the Club Maintenance Committee if questions.
  - ▶ There is a procedure manual in the Extruder Die Drawer.
- ▶ When the dies are returned, the monitor will go to the extruder and check for cleanliness or damage before the dies are checked back in.
  - ▶ The dies also need to be checked for cleanliness.



# Dremels

- ▶ The Dremels must be checked out.
- ▶ Monitors are asked to checked for completeness and that the units are clean upon return.

# GR Pottery Forms

- ▶ GR Pottery Forms must be checked out by the whole bag.
- ▶ Sometimes they are returned the next day due to drying time.
- ▶ When the forms are returned the monitor will check the bag/forms for completeness and cleanliness.

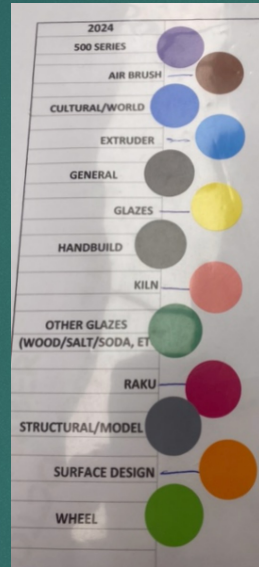
# Privacy

- ▶ We have a new shredder under the monitor's desk.
  - ▶ Please shred papers with personal information.
  - ▶ Other papers can be cut for scratch paper.
  - ▶ Please don't overload the shredder with more than 2 pieces at a time.

# Club Library

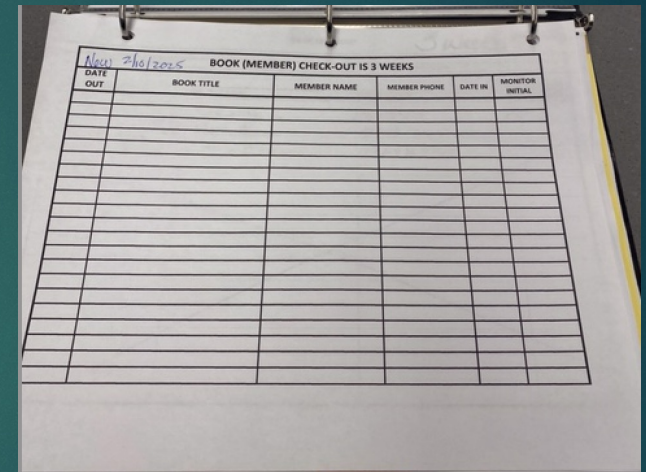


Library in Main Studio



Books by Topic

New picture coming  
Check out Binder found  
in 3 Ring Binder drawer.



Sample check out  
sheet.

Library in Main Studio

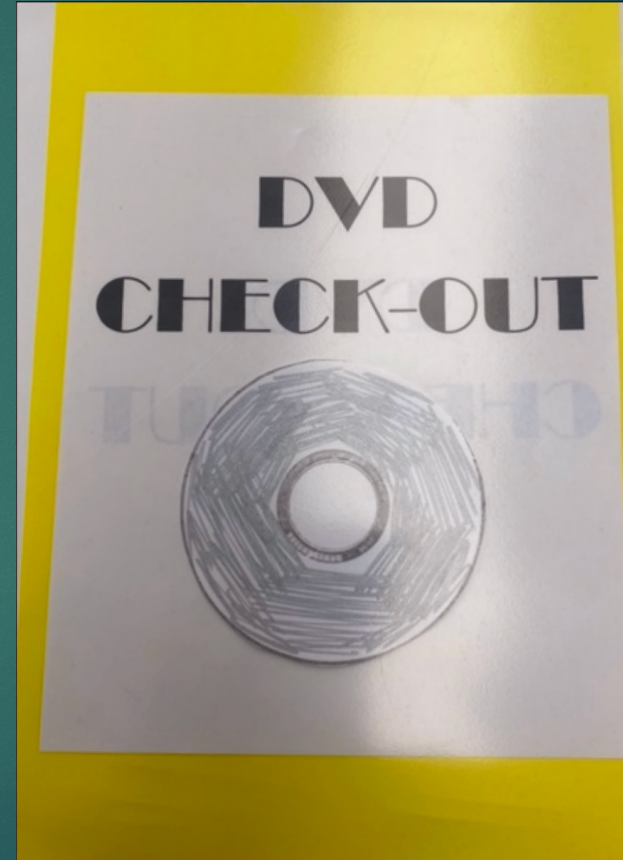
# Library Information for Monitors

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- ▶ Members wanting to check materials out need to record items the in 'Library Check Out Binder'.
  - ▶ Examples of how to record information is found on the top checkout page in the binder.
- ▶ When books are returned go to the Library Check out Binder
  - ▶ Know or ask members name and on the line each item was checked out enter the date returned and your initials
  - ▶ Draw a single line through that entry
  - ▶ File items back in Library Cabinet
- ▶ Review checkout sheets for materials overdue (not returned within the two-week window from check out date). Call member to advise materials are past due and request return.
  - ▶ If overdue books are returned - enter date and your initials on both the check out sheet and the Overdue List as draw a single line through the entry.
  - ▶ Thank you - your help is appreciated!
  - ▶ \*If questions, there is additional supporting information found in back pocket of this 'Library Check Out Binder titled Monitor/Library.

# DVD Check Out



# DVD's in the Library

- ▶ DVDS will be checked out for 7 days.
- ▶ DVDs are available in the Library Closet for members to check out.
- ▶ A check made out to SCW CLAY CLUB, in the amount of \$25.00 is to be received at point of check-out and put in the maroon check envelope in the drawer. The check will be held until the DVD is returned to the monitor station.
- ▶ Most of the DVD's we have cost \$19.98 + tax + shipping. Should someone ask. Others are \$29.98 to \$50.00 + tax + shipping.
- ▶ Member selects a (blank) DVD case from the closet and gives it to the monitor on duty. The DVDs are in the locked \*\*drawer along with the rollers for sale and the tile cutters.
- ▶ The green DVD storage case.
- ▶ Storage case has a photo of the DVD being requested on the plastic sleeve that holds it.
- ▶ Monitor finds the matching DVD, inserts into the case, receives the check and has the member SIGN the check-out form located in the YELLOW Binder in the bottom drawer of the monitor station.
- ▶ As with books, the DVD or book is given to the monitor on duty, who will initial the return in the book, place the DVD back in the storage case and return the blank case to the library closet.