

MONITOR DUTIES

9:00 AM to 12:00 PM

1. Open the Club Room at 9 am. The combination for the door will be furnished when you sign up to Monitor.
2. Date and sign the "SIGN IN SHEET". Put check-mark next to your name as Monitor.
3. Wear your Club Name Tag and a Monitor Badge, which is located in Monitor Drawer.
4. Put out the Sun City RV Club sign outside the Rec Ctr Door.
5. Make Coffee, if so desired. Instructions are inside cabinet door above sink.
6. Turn on TV/VCR and play Tape for visitors.
7. Be polite, courteous and Friendly. Tell them about our Club activities (RV Caravans, bus trips, Pot Luck dinners, etc.) Promote new memberships.
8. If receiving dues from new or current members, try to get checks, if possible. Insert application renewal along with check into an envelope and seal. Write "MEMBERSHIP" on front of the envelope. Take envelope to the Sundial Recreation Center office and put in the RV Club Folder, located behind the entrance door to the office.
9. Before Closing Club Room, Turn off TV/VCR.
10. Bring in Club Sign.
11. Clean & Store the coffee pot and condiments. Make sure the Club Room is clean and orderly.
12. Take off Monitor Badge and place in Monitor Drawer.
13. Turn off all lights & Close and lock all doors. Take any Membership Envelopes and place the envelopes in the RV Club Folder, located behind the entrance door to the office.