

Proc 14602_Reconciling FACILITY USE & VOLUNTEER SERVICE HOURS (Facil)

FACILITY USE

1. Collect the sign-in sheet(s) from the previous day from the clipboard at the sign-in station and the marked-up reservation page(s) from the clipboard hanging on the wall, near GM's office.
2. Open Facil to modify the electronic version of the previous day's reservation sheet to accurately reflect the true times utilized by each project.
3. Click on "Facil Today!"
4. Click on View by "___ Active Reservations are past their End..."
5. Go down the list and click on the green circle to edit each reservation to accurately reflect the start and end times, being sure to change the status to "Completed." If the times displayed are already correct you can simply click the checkmark to mark the reservation as complete without having to edit the times.

VOLUNTEER SERVICE HOURS

1. Click on Persons
2. Enter the Last Name of the Volunteer to search for them. Ensure that "All Persons" is selected. If the person does not exist create a new person record and proceed to step 3.
3. Once on the person's record, click "Volunteer Service."
4. Enter The Date, Project ID, Volunteer Area, and the number of Hours.
5. Click outside of the record to save it.
6. When completed, staple the sign-in and marked-up reservation page(s) hard copies together and place them at the front of the folder for "Daily Logs" in the "Records" file cabinet (middle top drawer, beneath the "Storage 6" closet area).

IMPORTANT: Whenever government meetings are reconciled, be sure to follow the correct procedure for crediting the appropriate number of Hours of Studio Use based upon the number of participants. (see Proc: "Reconciling Government Meetings")

IMPORTANT: Whenever finished programs are delivered (in person or through the Media Drop slot) or portable equipment is checked OUT select "Delivery/Pickup" in Purpose field and enter "0.25" in Hours field. This provides a conservative estimate of the amount of time contributed by the volunteer to make the delivery.

IMPORTANT: Whenever portable equipment is checked in, create another Volunteer Service Hours form. Enter "Portable Use" and three hours in Hours field.